

**AGENDA**  
**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**GOVERNING BOARD MEETING AND PUBLIC HEARING**

**OPEN TO THE PUBLIC**

June 11, 2019  
9:00 a.m.

District Headquarters  
Live Oak, Florida

1. Call to Order
2. Roll Call
3. Board Committee Assignment - (Executive Director Evaluation Committee)
4. Announcement of any Amendments to the Agenda by the Chair  
**Amendments Recommended by Staff:** None
5. Public Comment
6. Consideration of the following Items Collectively by Consent:
  - Agenda Item No. 7 - May 14, 2019 Governing Board and Workshops Minutes
  - Agenda Item No. 13 - Approval of April 2019 Financial Report
  - Agenda Item No. 15 - Authorization to Amend Contract 16/17-082 with Powell and Jones CPA, PA, for Audit Services
  - Agenda Item No. 19 - Approval of a Modification of Water Use Permit 2-041-220785-2, for Agriculture Use, William A. Smith, Jr. Project, Gilchrist County
  - Agenda Item No. 20 - Approval of a Modification of Water Use Permit 2-075-219982-3, for Agriculture Use, James Swilley Farm Project, Levy County
  - Agenda Item No. 21 - Approval of a Modification of Water Use Permit 2-075-220014-3, for Agriculture Use, Thomas Brookins Project, Levy County
7. Approval of Minutes – May 14, 2019 Governing Board and Workshops Minutes - **Recommend Consent**
8. Items of General Interest for Information/Cooperating Agencies and Organizations
  - A. Presentation of Hydrologic Conditions by Fay Baird, Senior Hydrologist, Water Resource Division
  - B. Cooperating Agencies and Organizations - FWC Derelict Vessel Presentation

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**GOVERNING BOARD LEGAL COUNSEL**  
**Tom Reeves**

9. Update on Legal Activities

**BUSINESS AND COMMUNITY SERVICES**  
**Steve Minnis, Deputy Executive Director**

Legislative and Governmental Affairs

- BCS Page 1      10. Land Acquisition and Disposition Activity Report
- BCS Page 4      11. **Public Hearing** and Approval of Resolution Number 2019-02 Authorizing the Donation of the Steinhatchee Falls Addition – Citizen State Bank Tract, in Taylor County and Authorizing the Use of Funds from the Florida Forever Trust Fund for a Portion of the Acquisition Costs

Office of Finance

12. FY 20 Tentative Budget
- BCS Page 18      13. Approval of April 2019 Financial Report – **Recommend Consent**
- BCS Page 27      14. Approval of Resolution 2019-01 Updating Classification of the Fiscal Year 2019 Reserves
- BCS Page 31      15. Authorization to Amend Contract 16/17-082 with Powell and Jones CPA, PA, for Audit Services – **Recommend Consent**
- BCS Page 32      16. Authorization to Amend Contract 18/19-140 with Department of Homeland Security Federal Emergency Management Agency for Reimbursement of Costs Associated with Hurricane Irma
- BCS Page 33      17. Authorization to Enter into Contract with Cortez Heating and Air, Inc., for Heating, Ventilation and Air Conditioning (HVAC) Maintenance and Repair

Office of Information Technology

No Items

Resource Management

- BCS Page 34      18. Permitting Summary Report
- BCS Page 37      19. Approval of a Modification of Water Use Permit 2-041-220785-2, for Agriculture Use, William A. Smith, Jr. Project, Gilchrist County – **Recommend Consent**
- BCS Page 47      20. Approval of a Modification of Water Use Permit 2-075-219982-3, for Agriculture Use, James Swilley Farm Project, Levy County – **Recommend Consent**
- BCS Page 57      21. Approval of a Modification of Water Use Permit 2-075-220014-3, for Agriculture Use, Thomas Brookins Project, Levy County – **Recommend Consent**

Agriculture and Environmental Projects

No Items



Definitions:

- "Lobbies" is defined as seeking to influence a district policy or procurement decision or an attempt to obtain the goodwill of a district official or employee. (112.3261(1)(b), Florida Statutes [F.S.]

- "Lobbyist" is a person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying, or a person who is principally employed for governmental affairs by another person or governmental entity to lobby on behalf of that other person or governmental entity. (112.3215(1)(h), F.S.)

The Board may act upon (including reconsideration) any agenda item at any time during the meeting. The agenda may be changed only for good cause as determined by the Chair and stated in the record. If, after the regular time for Public Comment, the agenda is amended to add an item for consideration, the Chair shall allow public comment on the added agenda item prior to the Board taking action thereon.

All decisions of the Chair concerning parliamentary procedures, decorum, and rules of order will be final, unless they are overcome by a majority of the members of the Board in attendance.

If any person decides to appeal any decision with respect to any action considered at the above referenced meeting and hearing, such person may need to ensure a verbatim record of the proceeding is made to include testimony and evidence upon which the appeal is made.

AGENDA  
SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
GOVERNING BOARD WORKSHOP

OPEN TO THE PUBLIC

June 11, 2019  
Following Board Meeting

District Headquarters  
Live Oak, Florida

- River Regulations Discussion
- River Clean-Up Social Media Campaign
- Online Content Management Discussion

SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
MINUTES OF  
GOVERNING BOARD MEETING AND PUBLIC HEARING

Note: A digital recording system has been used to record these proceedings and is on file in the permanent files of the District. A copy of the Governing Board materials and handouts are a part of the record as if set out in full herein, and are filed in the permanent files of the District.

9:00 a.m., Tuesday  
May 14, 2019

District Headquarters  
Live Oak, Florida

Agenda Item No. 1 – Call to Order. The meeting was called to order at 9:02 a.m.

Agenda Item No 2 – Roll Call

Chair Johns asked Board for recommendations for Vice-Chair.

MRS. SANCHEZ NOMINATED MR. QUICNEY TO FILL THE OFFICE OF VICE-CHAIR. THE NOMINATION WAS SECONDED BY MR. JONES. MOTION CARRIED UNANIMOUSLY.

**Governing Board**

Seat	Name	Office	Present	Not Present
Aucilla Basin	Bradley Williams			X
Coastal River Basin	Richard Schwab	Sec./Treas.		X
Lower Suwannee Basin	Don Quincey, Jr.	Vice-Chair	X	
Santa Fe & Wacc. Basins	Kevin W. Brown		X	
Upper Suwannee Basin	Vacant		-	-
At Large	Virginia H. Johns	Chair	X	
At Large	Virginia Sanchez		X	
At Large	Gary Jones		X	
At Large	Vacant		-	-

**Governing Board Legal Counsel**

Name	Firm	Present	Not Present
George T. Reeves	Davis, Schnitker, Reeves & Browning, P.A.	X	

**Leadership Team**

Position	Name	Present	Not Present
Executive Director	Hugh Thomas	X	
Deputy Executive Director	Tom Mirti	X	
Deputy Executive Director	Steve Minnis	X	
Executive Office & Board Coordinator	Robin Lamm	X	

**Guests:**

Morgan Westberry, FDEP	Mary Beth Litrico, FDACS
Glenn Horvath, FDACS	Roary Snider, FDEP
Jack Furney, FDEP	Bob Moresi, Black & Veatch
Tom Bartol, JEA	Craig Varn, Mason, Bolves & Varn
Jim Tatum, Our Santa Fe River	Rebecca Perry, NFLT
Matt Scott, MOS Office Systems	Trevor Bass, Bass Farms
Carolee Howe, Shenandoah Dairy	Georgia Schmitz
John Quarterman, Suwannee Riverkeepers	Eric Parker
Lucinda Merritt, Ichetucknee Alliance	Mike Roth, Our Santa Fe River
Aline Kazokas	Jeff Hill

Steve Gladin  
Georgia Schmitz

**Staff:**

Warren Zwanka  
Justin Garland  
Pat Webster  
Darlene Valez  
Tyler Jordan  
Jonathan Crain  
Amy Brown  
Bill McKinstry  
Steve Schroder  
Fay Baird

Mike Kern

Katelyn Potter  
Katie Kelly  
Christina Green  
Tilda Musgrove  
Ben Glass  
Chrissy Carr  
Stefanie Weeks  
Leroy Marshall  
Pam Shaw  
Julianna Nevaro

Agenda Item No. 3 - Announcement of any Amendments to the Agenda by the Chair: None

Agenda Item No. 4 – Public Comment.

- Lucinda Merritt, Ichetucknee Alliance – Agenda Item No. 20 - Parker Pond Water Use Permit concerns.
- Mike Kern – Requested the District have a public meeting regarding Rock Bluff Management Plan.
- Carolee Howe, Shenandoah Dairy – Thanked the District for agricultural support.

Agenda Item No. 5 - Consideration of the Following Items Collectively by Consent:

- Agenda Item No. 6 - April 9, 2019 Board Meeting, Audit and Lands Committee Meetings Minutes
- Agenda Item No. 12 - Acceptance of Revised Statement of Agency Organization and Operation
- Agenda Item No. 14 - Approval of March 2019 Financial Report
- Agenda Item No. 15 - Acceptance of Fiscal Year 2017-18 Financial Audit from Powell and Jones, Certified Public Accountants
- Agenda Item No. 16 - Approval of Payment in Lieu of Taxes
- Agenda Item No. 21 - Request for Authorization to Publish Notice of Rule Development and Notice of Proposed Rule for New Rule 40B-8.101, F.A.C. and to Amend Rule 40B-8.021, F.A.C., to Set Minimum Flows and Minimum Water Levels for the Steinhatchee River and Priority Springs
- Agenda Item No. 28 - Authorization to Execute a Contract for the Sale of Timber with M.A. Rigoni, Inc., for the Gar Pond #4 Timber Sale

MOTION WAS MADE BY SANCHEZ, SECONDED BY JONES TO APPROVE THE RECOMMENDATION. MOTION CARRIED.

Agenda Item No. 6 – Approval of Minutes – April 9, 2019 Board Meeting, Audit and Lands Committee Meetings Minutes. Approved on Consent.

Agenda Item No. 7 - Items of General Interest for Information/Cooperating Agencies and Organizations.

- Faye Baird gave a presentation of hydrologic conditions of the District.
- Cooperating Agencies and Organizations: None

**GOVERNING BOARD LEGAL COUNSEL**

Agenda Item No. 8 – Legal Activities Update. No updates.

## **BUSINESS AND COMMUNITY SERVICES**

### Legislative and Governmental Affairs

Agenda Item No. 9 – Land Acquisition and Disposition Activity Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 10 – Approval of Governing Board Directive Number 19-0001, Water Resource Guidelines for Acquisition and Surplus of Lands. Steve Minnis, Deputy Executive Director, presented this item to the Board.

MOTION WAS MADE BY SANCHEZ, SECONDED BY QUINCEY TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 11 – Approval of Governing Board Directive Number 19-0002, Conservation Easements Amendment Guidelines. Mr. Minnis presented this item to the Board.

MOTION WAS MADE BY QUINCEY, SECONDED BY SANCHEZ TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 12 – Acceptance of Revised Statement of Agency Organization and Operation. Approved on Consent.

Agenda Item No. 13 – 2019 Legislative Session Overview. Katie Kelly, Legislative and Governmental Affairs Chief, provided a powerpoint update to the Board.

### Office of Finance

Agenda Item No. 14 – Approval of March 2019 Financial Report. Approved on Consent.

Agenda Item No. 15 – Acceptance of Fiscal Year 2017-18 Financial Audit from Powell and Jones, Certified Public Accountants. Approved on Consent.

Agenda Item No. 16 – Approval of Payment in Lieu of Taxes. Approved on Consent.

Agenda Item No. 17 – Approval of Resolution 2019-01 Updating Classification of the Fiscal Year 2019 Reserves. Pam Shaw, Chief Financial Officer, presented this item to the Board.

MOTION WAS MADE BY SANCHEZ, SECONDED BY QUINCEY TO TABLE THIS ITEM UNTIL JUNE BOARD MEETING. MOTION CARRIED UNANIMOUSLY.

### Office of Information Technology

Agenda Item No. 18 – Lease of Printer/Copiers. Tyler Jordan, Systems Administrator, presented this item to the Board.

MOTION WAS MADE BY JONES, SECONDED BY SANCHEZ TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Resource Management

Agenda Item No. 19 – Permitting Summary Report. This report was provided as an informational item in the Board materials. Mr. Minnis updated the Board on District compliance and activities on the Suwannee River. The Board requested a presentation by Fish and Wildlife Commission regarding derelict vessels at its June meeting.

Agenda Item No. 20 – Approval of New Water Use Permit 2-001-234425-1, Authorizing a Maximum 0.1462 mgd of Groundwater for Agricultural Use at the Parker Pond Project, Alachua County. Stefanie Weeks, WUP/WWC Program Engineer, presented this item to the Board.

The following attendees provided comments to the Board: Mike Roth and Jim Tatum, Our Santa Fe River, Lucinda Merritt, Ichetucknee Alliance, Mike Kern, and John Quarterman, Suwannee Riverkeepers.

MOTION WAS MADE BY SANCHEZ, SECONDED BY JONES TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 21 – Request for Authorization to Publish Notice of Rule Development and Notice of Proposed Rule for New Rule 40B-8.101, F.A.C. and to Amend Rule 40B-8.021, F.A.C., to Set Minimum Flows and Minimum Water Levels for the Steinhatchee River and Priority Springs. Approved on Consent.

Agriculture and Environmental Projects

Agenda Item No. 22 – Authorization to Renew Contract Number 16/17-250 for Suwannee River Partnership (SRP) Cooperative Conservation Technician Services. Ben Glass, Community Affairs Manager, presented this item to the Board.

MOTION WAS MADE BY SANCHEZ, SECONDED BY JONES TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 23 – Approval of Governing Board Directive GBD19-0003, Water Management Agricultural Cooperative Funding Initiative. Justin Garland, Engineer III, presented this item to the Board.

MOTION WAS MADE BY QUINCEY, SECONDED BY SANCHEZ TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 24 – Approval to Enter into Contract with Two Agriculture Producers to Provide Water Conservation Cost-Share Funding. Mr. Garland presented this item to the Board.

MOTION WAS MADE BY QUINCEY, SECONDED BY JONES TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

**WATER AND LAND RESOURCES**

Land Management Program

Agenda Item No. 25 - District Land Management & Twin River State Forest (TRSF) Activity Summary. This summary was provided as an informational item in the Board materials.

Agenda Item No. 26 - Fiscal Year 2019 Land Management Review Team Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 27 – Authorization to Execute a Contract for the Sale of Timber with M.A. Rigoni, Inc., for the Gar Pond #4 Timber Sale. Approved on Consent.

Agenda Item No. 28 – Authorization to Purchase Sierra Wireless LX-60s Modems. Tom Mirti, Deputy Executive Director, presented this item to the Board.

MOTION WAS MADE BY BROWN, SECONDED BY SANCHEZ TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Water Resources Program

Agenda Item No. 29 – Agricultural Monitoring Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 30 – Valdosta Wastewater Update. Mr. Mirti provided an update to the Board.

John Quarterman, Suwannee Riverkeepers, provided comments to the Board.

Water Supply / MFL Programs

Agenda Item No. 31 – Western Planning Region Update. Amy Brown, Water Supply Chief, provided a presentation update to the Board.

**EXECUTIVE OFFICE**

Agenda Item No. 32 – Qualitative Study Results. Katelyn Potter, Communications Chief, provided this powerpoint presentation to the Board.

Agenda Item No. 33 - District's Weekly Activity Reports. These reports were provided as an informational item in the Board materials.

Agenda Item No. 34 – Authorization to Enter Into an Agreement with Florida Department of Environmental Protection to Accept Grant Funding. Mrs. Potter presented this item to the Board.

MOTION WAS MADE BY SANCHEZ, SECONDED BY JONES TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 35 - Announcements. Mr. Thomas updated the Board on District activities.

Agenda Item No. 36 - Adjournment. Meeting adjourned at 12:28 p.m.

\_\_\_\_\_  
Chair

ATTEST:

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SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
GOVERNING BOARD WORKSHOP

Workshop began at 12:40 p.m.

Land Acquisition and Surplus Triage Discussion

Andrew Neel, GIS Analyst, provided a powerpoint on the Suwannee Triage land evaluation tool. The GIS-based tool is designed to help staff evaluate lands for potential acquisition or surplus based on the natural resources present in the District.

Minimum Flows and Levels Rules Review

John Good, Chief Professional Engineer, provided a powerpoint reviewing the history of the current Lower Santa Fe and Ichetucknee Rivers and Priority Springs MFLs and next steps.

Fiscal Year 2020 Tentative Budget Presentation

Christina Green, Senior Budget and Financial Analyst, provided a powerpoint on the Fiscal Year 2020 Tentative Budget.

Workshop adjourned at 1:54 p.m.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_

MEMORANDUM

TO: Governing Board

FROM: Katie Kelly, Legislative and Governmental Affairs Chief

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: May 31, 2019

RE: Land Acquisition and Disposition Activity Report

**Approved for Detailed Assessment**

Owner	Project Name	Acres	County	Comments
Michael and Freda Shaw	Shaw Conservation Easement Exchange	1,099	Lafayette	Negotiations ongoing.
SRWMD	Sandlin Bay Sale/Exchange to U.S. Forest Service	2,023	Columbia	USFS reissuing request for appraisals.
Jerry Coker, Etal.	Lumber Camp Springs	37 +/-	Gilchrist	Title issue regarding access being resolved. Landowners evaluating access alternatives with Gilchrist County.
Tim Walker, Etal.	Tim Walker Conservation Easement	90 +/-	Lafayette	Appraisal required.
Bob Chastain, Etal	Chastain Tract	7	Columbia	Detailed Assessment Approved 09-11-2018. Property owner discontinued process 5.1.2019.
James Moses	Moses Exchange	10-20	Hamilton and Suwannee	Detailed Assessment Approved 09-11-2018. In Process.

**Authorized for Surplus**

Tract	Acres	County	Acquired Date	Funding Source	Appraisal Date	Price	Comments
Falmouth North (8 lots)	6	Suwannee	4/1998	WMLTF	8/27/10	To be determined by appraisal update.	Appraisal update required.
Timber River	1	Madison	3/1998	WMLTF	8/5/10; Updated 7/30/14	To be determined by appraisal update.	Appraisal update required.
Turtle Spring Surplus Tract	32	Lafayette	5/13/2015	Florida Forever	5/24/15	To be determined by appraisal update.	Suspended until further review.

Tract	Acres	County	Acquired Date	Funding Source	Appraisal Date	Price	Comments
Bay Creek	55	Columbia	2/1/1988	Save Our Rivers	N/A	To be determined by appraisal.	Suspended until further review.
Branford Bend	50	Suwannee	6/30/2004	Florida Forever	N/A	To be determined by appraisal.	Suspended until further review.
RO Ranch West	570	Lafayette	7/27/2006	Florida Forever	N/A	To be determined by appraisal.	Appraisal required.
RO Ranch Equestrian Area	707	Lafayette	7/27/2006	Florida Forever	N/A	To be determined by appraisal.	Appraisal required.
Columbia County Surplus	78 +/-	Columbia	7/2015	Enforcement Action	TBD	To be determined by appraisal.	Title Commitment complete.

### Easement Requests

Name	Type	County	Tract	Comments
Berneice Knight	Access	Levy	Manatee South	Survey, legal description, appraisal, and payment required.

### Proposed Property Offers

Tract	Acres	County	Submittal Date	Asking Price	Acquisition Type	Comments
Aucilla Hills	759.79	Jefferson	9/11/2018	Dependent on configurations	Fee or Easement	Not Recommended per Staff Review Team 12.13.2019
Citizen's Bank	5.41	Taylor	9/20/2018	Donation	Donation	Governing Board Approved 12.11.2018
Cooley	100	Jefferson	10/22/2018	Surface Water Protection and Floodplains 90% and Uplands 60% of Appraised Value	Easement	Governing Board made no motion 12.11.18
Gilchrist Lyme	17,854	Gilchrist	3/12/2019	Surface Water Protection	Easement	Governing Board removed from springs project list 4.9.2019.
Hodges	750	Levy	10/4/2018	\$1,000/ac	Fee	Not Recommended per Staff Review Team 11.15.2018
Howell	309.12	Gilchrist	8/23/2018	\$2,000/ac	Easement	Waiting on Property Owner

Long Pond	1467.23	Levy	9/18/2018	\$5,947,500	Fee	Governing Board. Approved to be included on springs project list 4.9.2019.
Oak Hammock	1	Gilchrist	10/22/2018	\$4,500	Fee	Not Recommended per Staff Review Team 11.15.2018
Poole Burnham	5	Suwannee	3/2/2018	\$5,000	Fee	Not recommended per Staff Review 1.10.2019.

KK/tm

## MEMORANDUM

TO: Governing Board

FROM: Steve Minnis, Deputy Executive Director

DATE: May 31, 2019

RE: **Public Hearing** and Approval of Resolution Number 2019-02 Authorizing the Donation of the Steinhatchee Falls Addition – Citizen State Bank Tract, in Taylor County and Authorizing the Use of Funds from the Florida Forever Trust Fund and Land Management and Acquisition Fund for Acquisition Costs

### RECOMMENDATION

**Staff recommends the Governing Board approve and execute Resolution Number 2019-02 authorizing the donation of the Steinhatchee Falls Addition – Citizen State Bank Tract, in Taylor County and Authorizing the Use of Funds from the Florida Forever Trust Fund and the Land Management and Acquisition Fund for Acquisition Costs.**

### BACKGROUND

Citizen State Bank has offered to donate to the District 5.41 acres +/- in Taylor County adjoining the District's Steinhatchee Falls Tract. The property will provide buffer to the District from adjacent residential lots and serve to protect the Steinhatchee River and its floodplains.

The Lands Committee reviewed Citizens State Bank's offer at the November 13, 2018 meeting and voted to forward a recommendation to the Governing Board to authorize staff to accept the donation of 5.41 acres +/- subject to an environmental assessment and clear title. The Governing Board voted to accept the donation of the property at its December 11, 2018 meeting.

The total project related acquisition costs for the Steinhatchee Falls Addition – Citizen State Bank Tract, is estimated be less than \$10,000, and \$1,100 for acquisition services executed by the North Florida Land Trust (NFLT) on behalf of the District to accept the donation. The Florida Forever Trust Fund will be used for associated costs with acquisition of said lands, including fees for survey, appraisal, environmental assessment, title work, closing, and legal activities and the use of Land Management and Acquisition Fund for acquisition services provided by the NFLT.

Funding for this purchase is available in the Fiscal Year 2019 budget under account codes 10-2586-3-2100-10 and 13-2586-3-2100-19.

SM/tm  
File #18-003  
Attachment

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

**RESOLUTION NO. 2019-02**

**AUTHORIZING THE DONATION OF THE STEINHATCHEE FALLS ADDITION – CITIZEN STATE BANK TRACT, IN TAYLOR COUNTY AND AUTHORIZING THE USE OF FUNDS FROM THE FLORIDA FOREVER TRUST FUND FOR A PORTION OF THE ACQUISITION COSTS**

**WHEREAS**, the Suwannee River Water Management District (District) has been offered lands owned by Citizen's State Bank, consisting of 5.41 acres +/- in Taylor County, Florida, a legal description of said lands being attached hereto as Attachment A; and

**WHEREAS**, Citizen's State Bank wishes to donate property to Suwannee River Water Management District as shown in Attachment B; and

**WHEREAS**, the donation is consistent with sections 373.139 and 373.199, Florida Statutes and with the District's 2019 Florida Forever Five-Year Work Plan filed with the Legislature and the Florida Department of Environmental Protection; and

**WHEREAS**, said lands are being acquired in fee simple for water management purposes and the donation meets the goals and criteria of section 259.105, Florida Statutes; and

**WHEREAS**, the Steinhatchee Falls Addition will provide a buffer to the District's Steinhatchee Falls Tract from adjacent residential lots; and

**WHEREAS**, said lands serve to protect the Steinhatchee River and its floodplains; and

**WHEREAS**, said lands are being donated for water management purposes; and

**WHEREAS**, the funds hereinafter requested will be used only for the associated costs of said lands, and the costs of said lands shall include fees for survey, appraisal, environmental assessment, title work, legal activities, and other related activities necessary for the proper transfer of title to said real property; and

**WHEREAS**, said lands will be made available for passive general recreational uses not inconsistent with the water management purposes for which they are being acquired; and

**WHEREAS**, said lands will be maintained in an environmentally acceptable manner compatible with the resource values for which acquired and, to the extent practical, in such a way as to restore and protect their natural state and condition; and

**WHEREAS**, said lands were approved for donation after duly noticed public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Board of the District, that:

1. The above statements are hereby certified and declared to be true and correct, and the acquisition of said lands are hereby further certified to be consistent with this District's plan of acquisition and Section 373.199, Florida Statutes.

2. The Chair and Secretary of the Governing Board, the Executive Director, the Governing Board attorney and all other officers and employees of the District are hereby authorized and directed to do all things necessary to close and complete the acquisition.
3. The District hereby approves the use of the Florida Forever Trust Fund for a sum of \$9,317 for a portion of the acquisition costs.

**PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.**

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
BY ITS GOVERNING BOARD**

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**MEMBERS OF THE BOARD:**

**VIRGINIA H. JOHNS, CHAIR  
DON QUINCEY, VICE CHAIR  
RICHARD SCHWAB, SECRETARY/TREASURER  
KEVIN W. BROWN  
GARY JONES  
VIRGINIA SANCHEZ  
BRADLEY WILLIAMS**

**ATTEST:**

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**ATTACHMENT A**

**DESCRIPTION OF THE LANDS**

That certain real property located in Taylor County, Florida and more particularly described as follows:

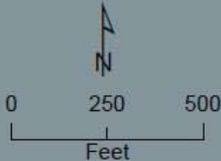
*THE NORTH 115 FEET OF SECTION 17, TOWNSHIP 9 SOUTH, RANGE 10 EAST, LYING WEST OF THE STEINHATCHEE RIVER AND THE NORTH 115 FEET OF SECTION 18, TOWNSHIP 9 SOUTH, RANGE 10 EAST LYING EAST OF STATE ROAD NO. 51, TAYLOR COUNTY, FLORIDA. LESS AND EXCEPT THAT PARCEL AS CONVEYED TO THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION IN O.R. BOOK 192 PAGE 349 PUBLIC RECORDS OF TAYLOR COUNTY, FLORIDA.*

ATTACHMENT B



Steinhatchee - Citizen's Bank Addition  
Property Offer  
Springs Protection

-  Property Boundary
-  Springshed - 0%
-  Priority Focus Area - 0%



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001. Map Created 10/23/2018

## PARCEL SUMMARY

**TRACT:** Steinhatchee Property Offer, Taylor County

**OWNER:** Citizens State Bank

**PARCEL:** 5.41 acres +/-

**PARCEL DESCRIPTION:** This donation of 5.41 acres +/- adjoins the District's Steinhatchee Falls Tract. The property is located on the Steinhatchee River with access from Highway 51.

**WATER RESOURCE GUIDELINE SCREENING:**

Aquifer Recharge: None

Springshed Protection: None

Floodplain Protection: 100% (5.41 acres)

Surface Water Protection: 100% (5.41 acres)

**OUTSTANDING INTERESTS:** To be determined by title search during detailed assessment.

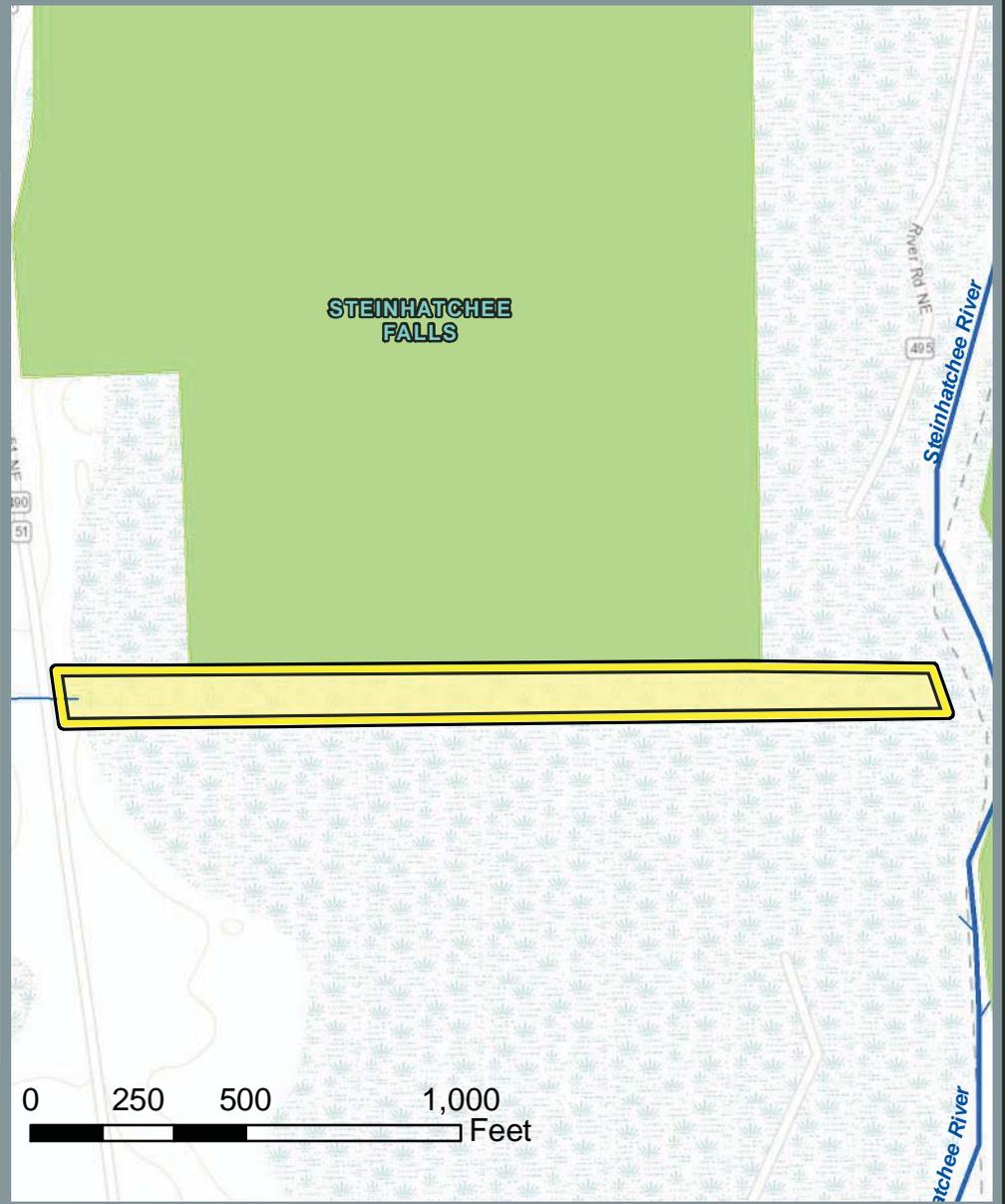
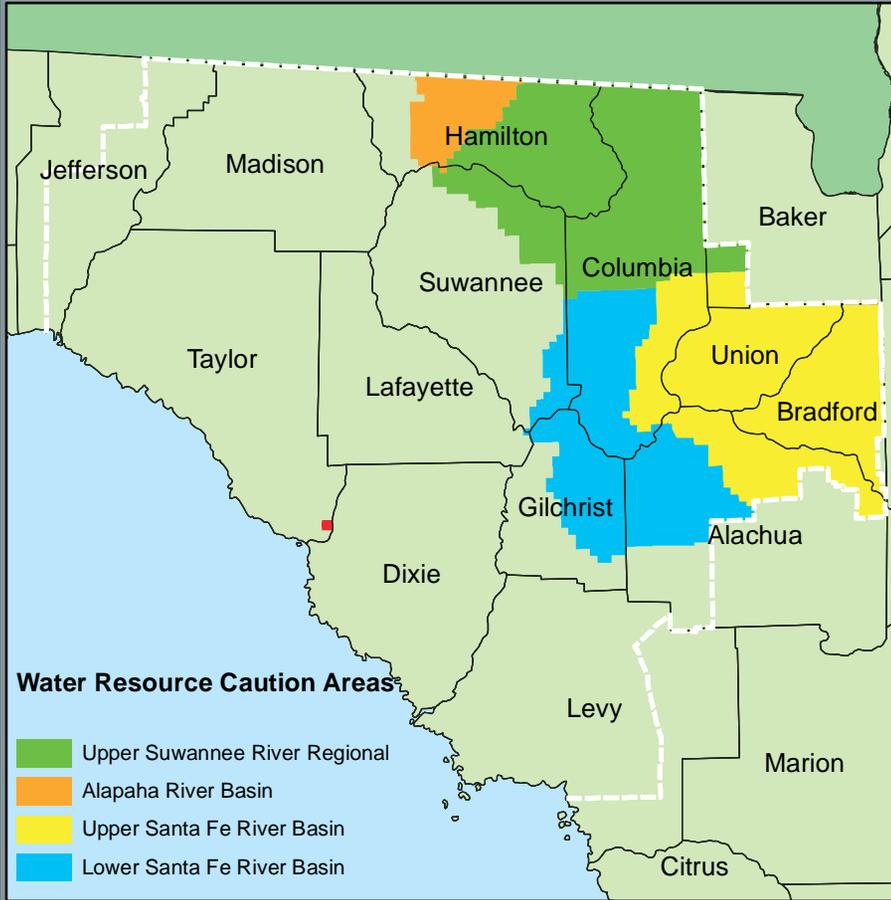
**CURRENT ASKING PRICE:** The property offer is a donation.

**ASSESSMENT COSTS:** Costs of detailed assessment are estimated to be from \$1,000 to \$5,000.

**MANAGEMENT:** District staff will manage the property together with the adjoining District ownership.

File #18-003

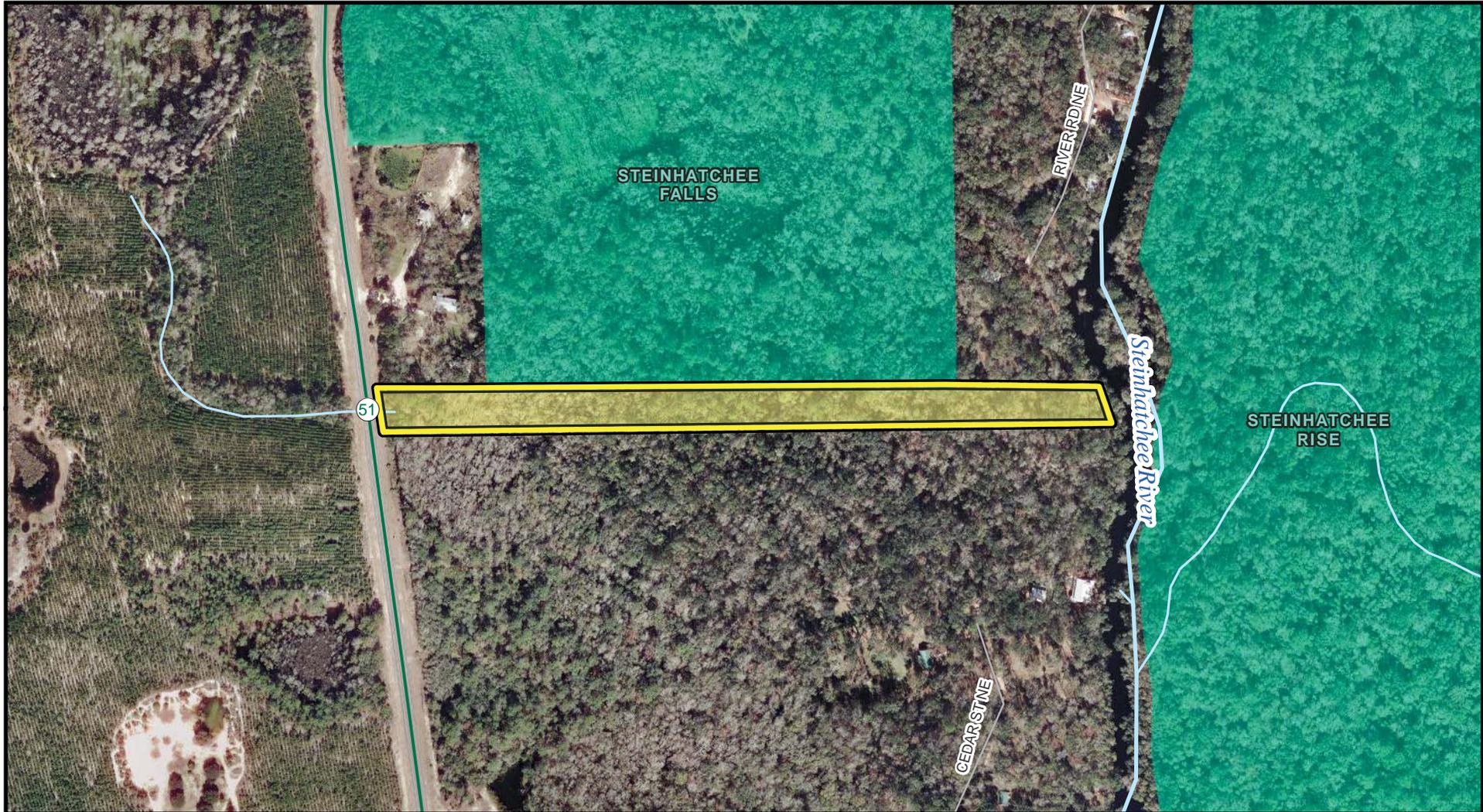
# Steinhatchee - Citizen's Bank Addition Property Offer Location Map



- Property Boundary
- SRWMD Ownership
- SRWMD Boundary
- SRWMD Proposed Acquisition

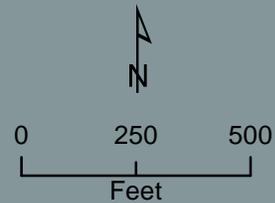


Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.  
Map Created 10/23/2018



**Steinhathee - Citizen's Bank Addition  
± 5.41 Ac  
Taylor County**

-  Property Boundary
-  Rivers and Streams
-  SRWMD Ownership
-  SRWMD Conservation Ownership
-  SRWMD Proposed Acquisitions



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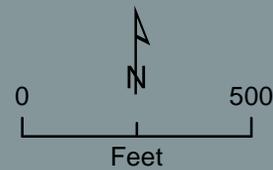
-  Property Boundary
-  Rivers and Streams

Land Surface Elevation



(Vertical Datum NAVD88-  
Units US Feet)  
Note: Elevations displayed are  
derived from LiDAR Data.

### Steinhatchee - Citizen's Bank Addition Property Offer LiDAR Overview



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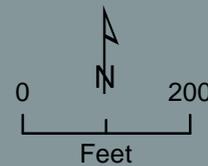


### Steinhatchee - Citizen's Bank Addition Property Offer LiDAR DEM Property

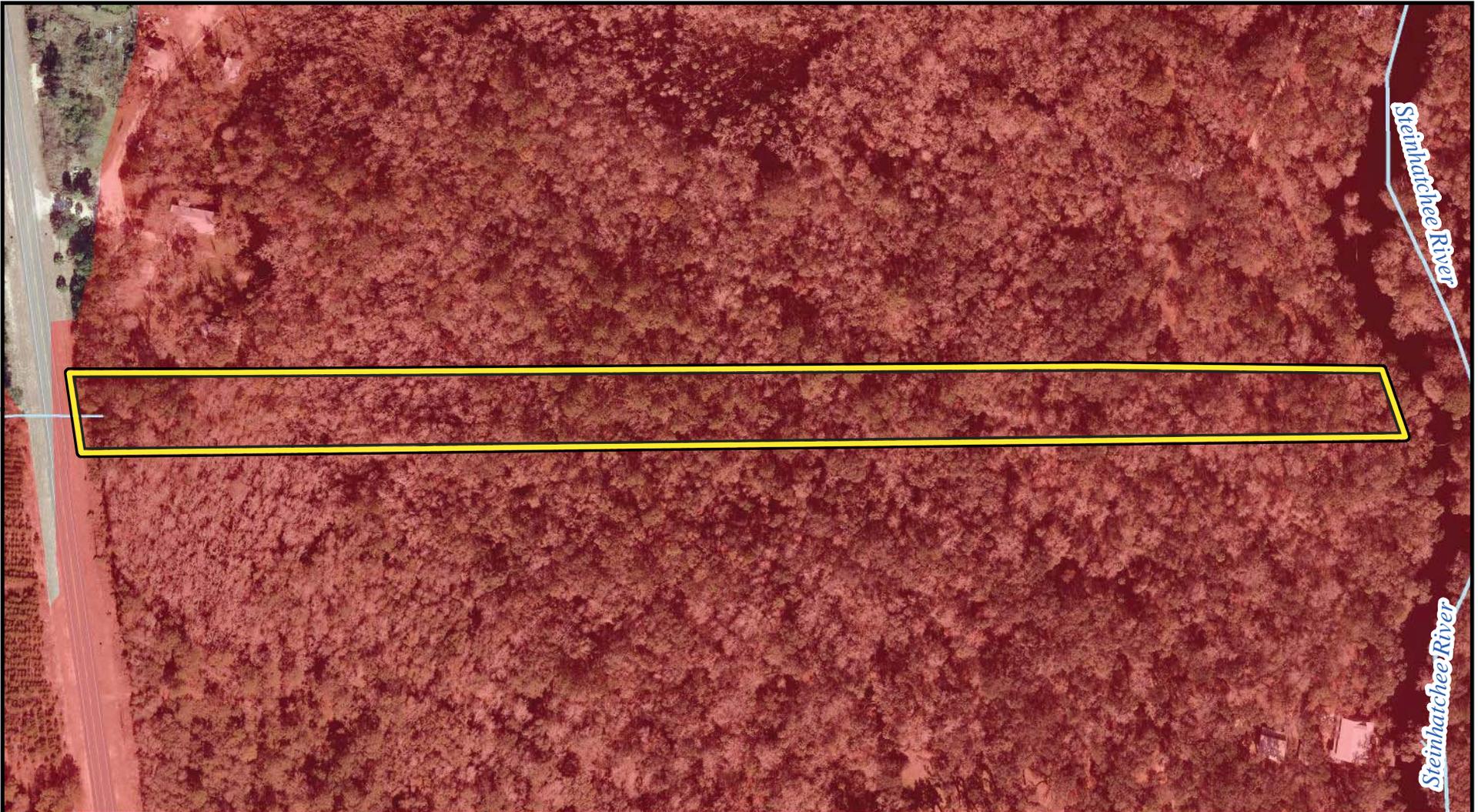
-  Property Boundary
-  Rivers and Streams

Land Surface Elevation  
  
 High : 15'  
 Low : 1'

(Vertical Datum NAVD88-  
Units US Feet)  
 Note: Elevations displayed are  
 derived from LiDAR Data.

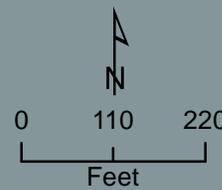


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### Steinhatchee - Citizen's Bank Addition Property Offer Floodplain Protection

-  PropertyBoundary
-  Floodplain Protection - 100% / 5.41 ac
-  Rivers and Streams

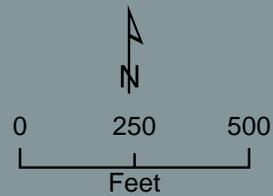


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### Steinhatchee - Citizen's Bank Addition Property Offer Springs Protection

-  Property Boundary
-  Springshed - 0%
-  Priority Focus Area - 0%

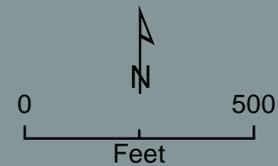


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**Steinhatchee - Citizen's Bank Addition  
Property Offer  
Surface Water Protection**

-  Property Boundary
-  Surface Water Protection 100% / 5.41 ac
-  Rivers and Streams

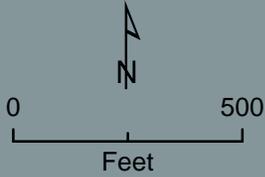
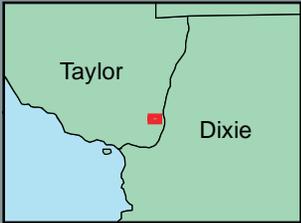


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### Steinhatchee - Citizen's Bank Addition Property Offer Aquifer Recharge Protection

-  Property Boundary
-  Aquifer Recharge 0%



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MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief Financial Officer

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: May 31, 2019

RE: Approval of April 2019 Financial Report

RECOMMENDATION

**Staff recommends the Governing Board approve the April 2019 Financial Report and confirm the expenditures of the District.**

BACKGROUND

Section 373.553(1), Florida Statutes, authorizes the delegation of authority by the Governing Board to the Executive Director to disburse District funds, providing certification is made to the Board at the next regular meeting that such disbursement is proper, in order, and within budgetary limits. In compliance with the statutory provisions in Chapter 373, the Governing Board of the Suwannee River Water Management District has directed staff to prepare a Financial Report as attached.

If you have any questions about this recommendation or if you would like any further information regarding the District's financial transactions, please contact me.

/tm  
Attachments

**Suwannee River Water Management District  
Cash Report  
April 2019**

<b>Financial Institution/Account</b>	<b>Monthly Interest</b>	<b>Interest Rate %</b>	<b>Closing Balance</b>
First Federal Permit Fee	\$0.00		\$27,328.93
First Federal Accounts Payable	\$0.00		\$35,000.00
First Federal EFT Disbursements	\$0.00		\$0.00
First Federal Depository	\$192.85	0.02%	\$1,043,806.48
Special Purpose Investment Account (SPIA)*	<u>\$90,635.91</u>	2.63%	<u>\$41,980,437.72</u>
TOTAL	<u><u>\$90,828.76</u></u>		<u><u>\$43,086,573.13</u></u>

\*SPIA is part of the Florida Treasury Investment Pool

**Suwannee River Water Management District  
Statement of Sources and Uses of Funds  
For the Month ending April 30, 2019  
(Unaudited)**

	<b>Current Budget</b>	<b>Actuals Through 4/30/2019</b>	<b>Variance (Under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
<b>Sources</b>				
Ad Valorem Property Taxes	\$ 5,715,938	\$ 5,387,665	\$ (328,273)	94.3%
Intergovernmental Revenues	\$ 56,967,463	\$ 9,927,043	\$ (47,040,420)	17.4%
Interest on Invested Funds	\$ 310,000	\$ 507,664	\$ 197,664	163.8%
License and Permit Fees	\$ 150,000	\$ 114,422	\$ (35,578)	76.3%
Other	\$ 1,000,000	\$ 839,268	\$ (160,732)	83.9%
Fund Balance <sup>1</sup>	\$ 6,816,967	\$ 587,310	\$ (6,229,657)	8.6%
<b>Total Sources</b>	<b>\$ 70,960,368</b>	<b>\$ 17,363,372</b>	<b>\$ (53,596,996)</b>	<b>24.5%</b>

	<b>Current Budget</b>	<b>Expenditures</b>	<b>Encumbrances <sup>2</sup></b>	<b>Available Budget</b>	<b>%Expended</b>	<b>%Obligated <sup>3</sup></b>
<b>Uses</b>						
Water Resources Planning and Monitoring	\$ 10,279,861	\$ 2,013,393	\$ 2,681,256	\$ 5,585,212	20%	46%
Acquisition, Restoration and Public Works	\$ 52,489,529	\$ 6,416,808	\$ 23,543,933	\$ 22,528,788	12%	57%
Operation and Maintenance of Lands and Works	\$ 4,947,220	\$ 1,572,542	\$ 1,472,286	\$ 1,902,392	32%	62%
Regulation	\$ 1,472,442	\$ 704,165	\$ 37,544	\$ 730,733	48%	50%
Outreach	\$ 233,763	\$ 135,162	\$ -	\$ 98,601	58%	58%
Management and Administration	\$ 1,537,553	\$ 869,943	\$ 36,073	\$ 631,537	57%	59%
<b>Total Uses</b>	<b>\$ 70,960,368</b>	<b>\$ 11,712,013</b>	<b>\$ 27,771,092</b>	<b>\$ 31,477,263</b>	<b>17%</b>	<b>56%</b>

<sup>1</sup> Actual Fund Balance used is recorded at the end of the fiscal year. This amount represents Fund Balance used for the Monitor Well Improvement Program and the AG and RIVER Cost-Share Programs

<sup>2</sup> Encumbrances represent unexpended balances of open purchase orders and contracts.

<sup>3</sup> Represents the sum of expenditures and encumbrances as a percentage of the available budget.

This financial statement is prepared as of April 30, 2019 and covers the interim period since the most recent audited financial statements.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**FOR 4/30/2019**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>FUND Report Recap -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	6,849,019	0	7,175,938
LOCAL REVENUES	91,600	0	91,600
STATE REVENUES	9,596,705	0	51,942,863
FEDERAL REVENUES	238,738	0	4,933,000
FUND BALANCE UTILIZATION	587,310	0	6,816,967
<b>TOTAL REVENUES</b>	<b>17,363,372</b>	<b>0</b>	<b>70,960,368</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	3,202,826	0	6,292,000
CONTRACTUAL SERVICES	4,871,910	8,228,661	29,621,819
OPERATING EXPENDITURES	506,687	135,123	1,520,899
OPERATING CAPITAL OUTLAY	223,964	0	368,044
FIXED CAPITAL OUTLAY	3,262	1,706	1,050,000
INTERAGENCY EXPENDITURES	2,903,364	19,405,602	32,107,606
<b>TOTAL EXPENDITURES</b>	<b>11,712,013</b>	<b>27,771,092</b>	<b>70,960,368</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>5,651,359</b>	<b>(27,771,092)</b>	<b>0</b>
<b><u>FUND 01 - GENERAL FUND</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	5,898,240	0	5,207,719
LOCAL REVENUES	0	0	0
STATE REVENUES	2,740,000	0	2,740,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	152,000
<b>TOTAL REVENUES</b>	<b>8,638,240</b>	<b>0</b>	<b>8,099,719</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	2,538,249	0	4,966,397
CONTRACTUAL SERVICES	263,975	406,459	1,055,909
OPERATING EXPENDITURES	252,002	46,377	954,333
OPERATING CAPITAL OUTLAY	80,441	98	172,580
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	288,460	524,679	950,500
<b>TOTAL EXPENDITURES</b>	<b>3,423,127</b>	<b>977,613</b>	<b>8,099,719</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>5,215,113</b>	<b>(977,613)</b>	<b>0</b>
<b><u>FUND 05 - MIDDLE SUWANNEE</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	41,987	0	250,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>41,987</b>	<b>0</b>	<b>250,000</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	41,987	157,704	250,000
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>41,987</b>	<b>157,704</b>	<b>250,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>(157,704)</b>	<b>0</b>

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**FOR 4/30/2019**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>FUND 06 - SPRINGS GRANTS</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	152,000
LOCAL REVENUES	0	0	0
STATE REVENUES	2,532,682	0	43,302,400
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>2,532,682</b>	<b>0</b>	<b>43,454,400</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	1,425,459	4,035,202	16,182,300
OPERATING EXPENDITURES	4,625	249	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	2,249,471	16,135,597	27,272,100
<b>TOTAL EXPENDITURES</b>	<b>3,679,555</b>	<b>20,171,048</b>	<b>43,454,400</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(1,146,873)</b> *	<b>(20,171,048)</b>	<b>0</b>
<i>* Expenditures to be covered by FDEP Grants</i>			
<b><u>FUND 07 - LOCAL REVENUE</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	91,600	0	91,600
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>91,600</b>	<b>0</b>	<b>91,600</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	91,600	0	91,600
<b>TOTAL EXPENDITURES</b>	<b>91,600</b>	<b>0</b>	<b>91,600</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FUND 08 - WMLTF - SPRINGS</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	2,377	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	2,260	0	150,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>4,637</b>	<b>0</b>	<b>150,000</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	2,627	0	0
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	194,676	150,000
<b>TOTAL EXPENDITURES</b>	<b>2,627</b>	<b>194,676</b>	<b>150,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>2,010</b>	<b>(194,676)</b>	<b>0</b>

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**FOR 4/30/2019**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>FUND 09 - MONITOR WELL</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	12,073	0	115,000
<b>TOTAL REVENUES</b>	<b>12,073</b>	<b>0</b>	<b>115,000</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	11,460	0	100,000
OPERATING EXPENDITURES	613	0	15,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>12,073</b>	<b>0</b>	<b>115,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FUND 10 - LAND CONSERVATION - FLORIDA FOREVER &amp; P2000</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	1,108	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	667	0	300,000
<b>TOTAL REVENUES</b>	<b>1,775</b>	<b>0</b>	<b>300,000</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	1,775	0	45,000
OPERATING EXPENDITURES	0	0	2,500
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	252,500
INTERAGENCY EXPENDITURES	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,775</b>	<b>0</b>	<b>300,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FUND 12 - DOT ETDM</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	491	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	5,335
<b>TOTAL REVENUES</b>	<b>491</b>	<b>0</b>	<b>5,335</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	5,335
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>5,335</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>491</b>	<b>0</b>	<b>0</b>

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**FOR 4/30/2019**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>FUND 13 - LAND MANAGEMENT &amp; OPERATIONS</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	838,714	0	1,816,219
LOCAL REVENUES	0	0	0
STATE REVENUES	2,224,839	0	2,326,119
FEDERAL REVENUES	0	0	40,000
FUND BALANCE UTILIZATION	0	0	1,197,382
<b>TOTAL REVENUES</b>	<b>3,063,553</b>	<b>0</b>	<b>5,379,720</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	357,612	0	667,664
CONTRACTUAL SERVICES	823,299	1,005,628	2,542,291
OPERATING EXPENDITURES	244,181	78,577	523,066
OPERATING CAPITAL OUTLAY	143,523	(98)	195,464
FIXED CAPITAL OUTLAY	3,262	1,706	797,500
INTERAGENCY EXPENDITURES	667	221,360	653,735
<b>TOTAL EXPENDITURES</b>	<b>1,572,544</b>	<b>1,307,173</b>	<b>5,379,720</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>1,491,009</b>	<b>(1,307,173)</b>	<b>0</b>
<b><u>FUND 19 - FDOT MITIGATION</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	5,565	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	72,434	0	161,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	100,000
<b>TOTAL REVENUES</b>	<b>77,999</b>	<b>0</b>	<b>261,000</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	60	0	0
CONTRACTUAL SERVICES	76,834	212,471	261,000
OPERATING EXPENDITURES	1,105	9,920	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>77,999</b>	<b>222,391</b>	<b>261,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>(222,391)</b>	<b>0</b>
<b><u>FUND 20 - MINIMUM FLOWS AND MINIMUM WATER LEVELS (MFL)</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	512,891	0	1,891,604
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>512,891</b>	<b>0</b>	<b>1,891,604</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	300,159	0	637,604
CONTRACTUAL SERVICES	156,764	429,104	1,059,000
OPERATING EXPENDITURES	3,251	0	20,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	52,718	126,032	175,000
<b>TOTAL EXPENDITURES</b>	<b>512,892</b>	<b>555,136</b>	<b>1,891,604</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(1)</b>	<b>(555,136)</b>	<b>0</b>

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**FOR 4/30/2019**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b>FUND 29 - SUWANNEE RIVER PARTNERSHIP (SRP)</b>			
<b>REVENUES</b>			
DISTRICT REVENUES	12,493	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	17,667	0	34,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	119,000
<b>TOTAL REVENUES</b>	<b>30,160</b>	<b>0</b>	<b>153,000</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	910	0	6,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	29,250	117,750	147,000
<b>TOTAL EXPENDITURES</b>	<b>30,160</b>	<b>117,750</b>	<b>153,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>(117,750)</b>	<b>0</b>
<b>FUND 33 - PCS MITIGATION - LAND ACQUISITION</b>			
<b>REVENUES</b>			
DISTRICT REVENUES	90,030	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>90,030</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>90,030</b>	<b>0</b>	<b>0</b>
<b>FUND 51 - DISTRICT AG COST-SHARE</b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	383,373	0	2,180,579
<b>TOTAL REVENUES</b>	<b>383,373</b>	<b>0</b>	<b>2,180,579</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	383,373	538,673	2,160,579
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	20,000
<b>TOTAL EXPENDITURES</b>	<b>383,373</b>	<b>538,673</b>	<b>2,180,579</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>(538,673)</b>	<b>0</b>

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**FOR 4/30/2019**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>FUND 53 - DISTRICT RIVER COST-SHARE</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	191,198	0	2,647,671
<b>TOTAL REVENUES</b>	<b>191,198</b>	<b>0</b>	<b>2,647,671</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	191,198	2,085,508	2,647,671
<b>TOTAL EXPENDITURES</b>	<b>191,198</b>	<b>2,085,508</b>	<b>2,647,671</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>(2,085,508)</b>	<b>0</b>
<b><u>FUND 56 - FEMA</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	238,738	0	4,593,000
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>238,738</b>	<b>0</b>	<b>4,593,000</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	238,738	1,309,793	4,593,000
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>238,738</b>	<b>1,309,793</b>	<b>4,593,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>(1,309,793)</b>	<b>0</b>
<b><u>FUND 60 - REIMBURSABLE GRANTS</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	1,451,945	0	1,087,740
FEDERAL REVENUES	0	0	300,000
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>1,451,945</b>	<b>0</b>	<b>1,387,740</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	4,120	0	15,000
CONTRACTUAL SERVICES	1,448,245	133,629	1,372,740
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,452,365</b>	<b>133,629</b>	<b>1,387,740</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(420)</b> *	<b>(133,629)</b>	<b>0</b>

\* Expenditures to be covered by FDOT LAP Grants

MEMORANDUM

TO: Governing Board  
FROM: Pam Shaw, Chief Financial Officer  
THRU: Steve Minnis, Deputy Executive Director, Business and Community Services  
DATE: May 31, 2019  
RE: Approval of Resolution 2019-01 Updating Classification of the Fiscal Year 2019 Reserves

RECOMMENDATION

**Staff recommends approval and execution of Resolution 2019-01 authorizing the assignment of the FY2018-2019 Reserves per the GASB 54 classifications.**

BACKGROUND

The Governmental Accounting Standards Board (GASB) issued Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions" to address issues related to how fund balances were being reported by governmental entities. GASB 54 provides for consistent reporting procedures by governmental entities and classification structures to improve the understanding of constraints placed on fund balances being reported.

There are five fund balance categories in GASB 54 guidelines including:

Non-spendable – funds that are not in spendable form or funds that are legally or contractually required to be maintained.

Restricted – funds externally restricted or constrained by law.

Committed – funds that are restricted by the highest level of decision making authority in which the restriction is established by a formal action.

Assigned – funds that are not designated in non-spendable, restricted, or committed categories, but are intended for a specific purpose.

Unassigned – funds that are not designated in non-spendable, restricted, or committed categories but are available for any purpose.

Approval of Resolution 2019-01 will:

- Establish a new Special Revenue Fund to be named Regional Water Resource Projects. Transfer funds committed in the General Fund, on Resolution 2018-03 in the amount of \$4,197,103, to the new Special Revenue Fund. These funds will be used for the development or implementation of District initiatives for alternative water

supplies and water resources development and District strategic initiatives to develop and provide water supply resources supporting resolution number 2018-05.

- Change the name of Fund 09 – Monitoring Well Installation to Project Effectiveness Metrics. The Monitoring Well Installation project will be complete in Fiscal Year 2019. Any funds that remain in Fund 09 at the end of Fiscal Year 2019 will remain committed and be used to gather metrics and monitor the effectiveness of projects throughout the District.
- The Economic Stabilization Fund and the Operating Liquidity Reserve do not require any changes for Fiscal Year 2019. The Fund Balance of \$2,434,127 and \$3,651,190 respectively meet the minimum levels as outline in the District's Fund Balance and Reserves procedure.

PJS/tm  
Attachments

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

**RESOLUTION 2019-01**

**RESOLUTION APPROVING THE FUND BALANCE CLASSIFICATIONS  
FOR FISCAL YEAR 2018-2019**

**WHEREAS**, the Suwannee River Water Management District's (District's) financial statements are prepared in accordance with accounting principles generally accepted in the United States of America; and

**WHEREAS**, the Governmental Accounting Standards Board (GASB) has adopted Statement No. 54 (GASB 54), Fund Balance Reporting and Governmental Fund Type Definitions effective for financial statements for periods beginning after June 15, 2010; and

**WHEREAS**, the District's Fund Balance Classifications, in accordance with GASB 54, be formalized in a resolution approved by the Governing Board; and

**WHEREAS**, the Governing Board of the District establishes a new Special Revenue Fund to be named Regional Water Resource Projects and authorizes the transfer of funds committed in the General Fund, on Resolution 2018-03 in the amount of \$4,197,103, to the new Special Revenue Fund; and

**WHEREAS**, the Governing Board of the District changes the name of Fund 09 – Monitoring Well Installation to Project Effectiveness Metrics as of October 1, 2019 and commits remaining Fund Balance to gather metrics and monitor the effectiveness of projects throughout the District.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Board of the District, that Fiscal Year 2018-2019 Fund Balance Classification shall be as shown on the Fund Balance Classifications attachment.

**PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF JUNE, 2019 A.D.**

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
BY ITS GOVERNING BOARD**

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**MEMBERS OF THE BOARD:**

**VIRGINIA H. JOHNS, CHAIR  
DON QUINCEY, VICE CHAIR  
RICHARD SCHWAB, SECRETARY/TREASURER  
KEVIN W. BROWN  
GARY JONES  
VIRGINIA SANCHEZ  
BRADLEY WILLIAMS**

**ATTEST:** \_\_\_\_\_

Attachment to Resolution 2019-01  
**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**FUND BALANCE CLASSIFICATIONS - FY 2018-19 (October 1, 2018 - September 30, 2019)**  
 Updated 04/05/19

FUND	CLASSIFICATIONS OF FUND BALANCE	Fund Balance Designations as of September 30, 2018 (Audited)	Proposed changes requested for FY19	Proposed Fund Balance Designations for FY 2018-19	Explanation of Changes
<b>NON-SPENDABLE</b>					
GF - 01	Prepaid Expenses	\$ 87,613	\$ -	\$ 87,613	
	NON-SPENDABLE SUBTOTAL	\$ 87,613	\$ -	\$ 87,613	
<b>RESTRICTED</b>					
SRF - 10	Florida Forever	\$ 53,890	\$ -	\$ 53,890	
SRF - 12	DOT ETDM (Environmental Transportation Decision Making)	\$ 40,119	\$ -	\$ 40,119	
SRF - 13	Water Resource Development & Land Acquisition	\$ 1,094,038	\$ -	\$ 1,094,038	
SRF - 13	Surplus Land Funds	\$ 1,024,123	\$ -	\$ 1,024,123	
SRF - 19	DOT Mitigation	\$ 285,427	\$ -	\$ 285,427	
SRF - 29	Suwannee River Partnership Projects	\$ 990,692	\$ -	\$ 990,692	
SRF - 33	Land Acquisition - PCS Mitigation	\$ 7,362,667	\$ -	\$ 7,362,667	
		\$ -	\$ -	\$ -	
	RESTRICTED SUBTOTAL	\$ 10,850,956	\$ -	\$ 10,850,956	
<b>COMMITTED</b>					
SRF - 51	Agricultural Cost-Share	\$ 4,063,323	\$ -	\$ 4,063,323	
SRF - 53	Local Government RIVER Cost-Share	\$ 3,878,793	\$ -	\$ 3,878,793	
SRF - 09	Monitoring Well Installation	\$ 548,635	\$ -	\$ 548,635	Change name to Project Effectiveness Metrics as of 10/1/19
GF - 01	Regional Water Resource Projects	\$ 4,197,103	\$ (4,197,103)	\$ -	Transfer to New Special Revenue Fund
GF - 01	Economic Stabilization Fund	\$ 2,434,127	\$ -	\$ 2,434,127	
SRF - NEW	Regional Water Resource Projects	\$ -	\$ 4,197,103	\$ 4,197,103	Transferred from General Fund to New Special Revenue Fund
	COMMITTED SUBTOTAL	\$ 15,121,981	\$ -	\$ 15,121,981	
<b>ASSIGNED</b>					
GF - 01	Operating Liquidity Reserve	\$ 3,651,190	\$ -	\$ 3,651,190	
		\$ -	\$ -	\$ -	
	ASSIGNED SUBTOTAL	\$ 3,651,190	\$ -	\$ 3,651,190	
<b>UNASSIGNED</b>					
GF - 01	Available for Future Years Utilization	\$ 5,713,714	\$ -	\$ 5,713,714	
		\$ -		\$ -	
	UNASSIGNED SUBTOTAL	\$ 5,713,714	\$ -	\$ 5,713,714	
<b>Total</b>		<b>\$ 35,425,454</b>	<b>\$ -</b>	<b>\$ 35,425,454</b>	
<b>COMMENTS:</b>					
SRF = Special Revenue Fund GF = General Fund					

MEMORANDUM

TO: Governing Board  
FROM: Pam Shaw, Chief Financial Officer  
THRU: Steve Minnis, Deputy Executive Director, Business and Community Services  
DATE: May 31, 2019  
RE: Authorization to renew contract 16/17-082 with Powell and Jones CPA, PA, for Audit Services.

RECOMMENDATION

**District staff recommends the Governing Board authorize the Executive Director to renew contract 16/17-082 for financial audit services with Powell and Jones CPAs, for \$28,000.**

BACKGROUND

In 2016, the District put the financial audit services out for bids on RFP 15/16-30EO. Powell and Jones, CPAs won the bid and was awarded a three-year contract for Fiscal Year (FY) 2017 through 2019 for an amount not to exceed \$82,400, including annual rates of: FY17-\$26,900, FY18 - \$27,500, and FY19 - \$28,000. The contract provides an option for five subsequent one-year renewals.

Powell and Jones CPAs has performed the annual financial audits since FY 2013. In addition to providing financial audit services, Powell and Jones CPAs submit the Annual Financial Report to the Florida Department of Financial Services – Bureau of Accounting and to the Single Audit Clearinghouse. Powell and Jones CPAs also provides routine guidance to the Finance staff.

Staff recommends the renewal of financial audit services with Powell and Jones CPAs for a one-year term commencing on October 1, 2019, and continuing through September 30, 2020, for **\$28,000**.

Funding for this work is contingent upon approval of the FY 2020 under account code 01 2 585 6 6103 01.

PJS/tm

## MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief Financial Officer

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: May 31, 2019

RE: Authorization to Amend Contract 18/19-140 with Department of Homeland Security Federal Emergency Management Agency for Reimbursement of Costs Associated with Hurricane Irma

### RECOMMENDATION

**District staff recommends the Governing Board authorize the District to amend contract number 18/19-140 with Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) for reimbursement of costs associated with Hurricane Irma for a total of \$113,716.40.**

### BACKGROUND

In September 2017, the District incurred costs as a result of Hurricane Irma including debris removal, damaged instrumentation, boardwalk damage and emergency protective measures.

In November 2017, the District submitted six project claims, totaling \$123,640.54, for reimbursement to FEMA for the costs incurred.

On February 28, 2019 the Executive Director entered into a contract with FEMA to receive a reimbursement of \$26,165.25 for two projects including \$20,337.17 for Damaged Instrumentation and \$5,828.08 for Boardwalk Repair.

On April 9, 2019 the Governing Board authorized the District to amend contract 18/19-140 to increase the reimbursement from FEMA by \$22,930.46 for two more projects including \$14,327.37 for Phase I Debris Removal and \$8,603.09 for Phase III Debris Removal, for a total reimbursement of \$49,095.71.

On May 20, 2019 FEMA approved a final reimbursement of \$64,620.69 for the two remaining projects including \$60,488.30 for Phase II Debris Removal and \$4,132.39 for Emergency Protective Measures.

Staff recommends the Governing Board authorize the District to amend contract number 18/19-140 with DHS/FEMA for reimbursement of costs associated with Hurricane Irma by \$64,620.69, for a total of \$113,716.40.

PJS/tm

MEMORANDUM

TO: Governing Board  
FROM: Pam Shaw, Chief Financial Officer  
THRU: Steve Minnis, Deputy Executive Director, Business and Community Services  
DATE: May 31, 2019  
RE: Authorization to Enter into Contract with Cortez Heating and Air, Inc., for Heating, Ventilation and Air Conditioning (HVAC) Maintenance and Repair

RECOMMENDATION

**District staff recommends the Governing Board authorize the Executive Director enter into contract with Cortez Heating and Air, Inc. for HVAC maintenance and repair for Fiscal Year 2019 at a not to exceed annual cost of \$30,000.**

BACKGROUND

May 22, 2019, the District received bids for ITB No.18/19-024 BCS for HVAC repair and maintenance services. The District received and opened four bids as follows:

<b>Company/City</b>	<b>Annual Preventative Maintenance</b>	<b>Labor Cost /Hour</b>	<b>Material Cost % Above Wholesale</b>
WW Gay Mechanical Contractor, Inc Jacksonville	\$9,537	\$97	19%
Glenn I. Jones Lake City	\$15,360	\$125	30%
Peak Power Tampa	\$9,500	\$90	30%
Cortez Bradenton	\$6,560	\$80	20%

Based on review of the bids received, staff recommends the Governing Board authorize the Executive Director to enter into contract with the lowest bidder, Cortez Heating and Air, Inc. at a not-to-exceed cost of \$30,000.

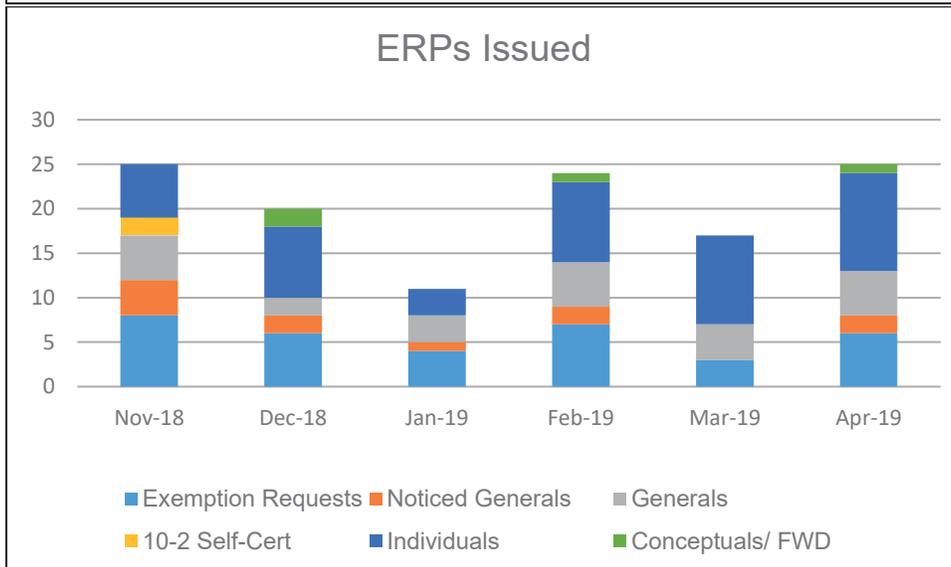
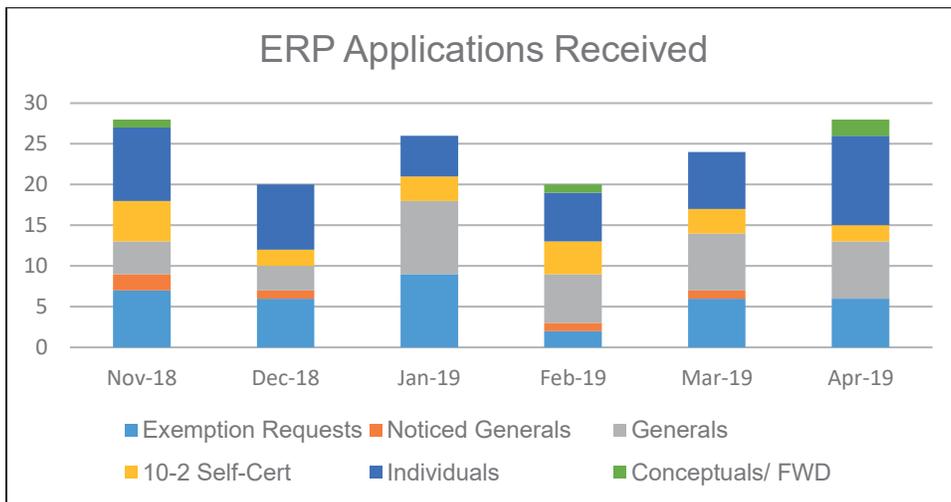
District procedures allow this type of contract be renewed for up to two fiscal years with the same terms and conditions or terms more favorable to the District.

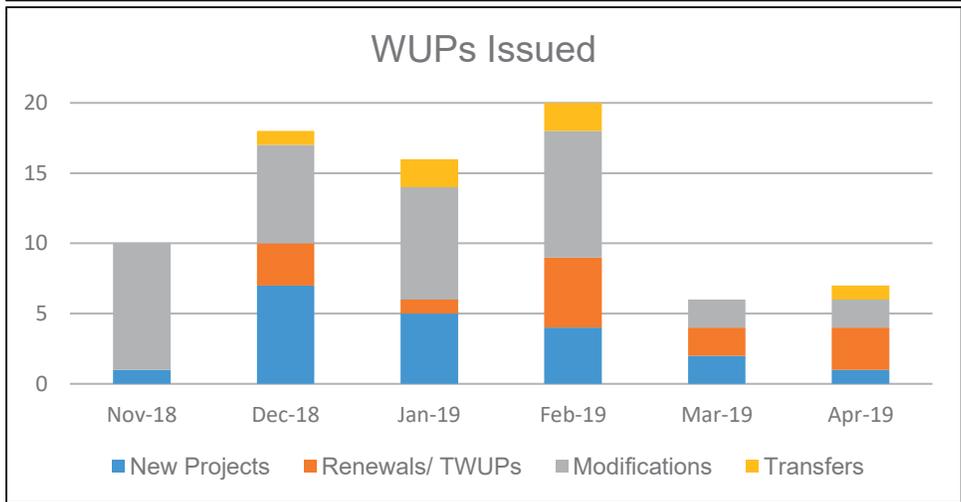
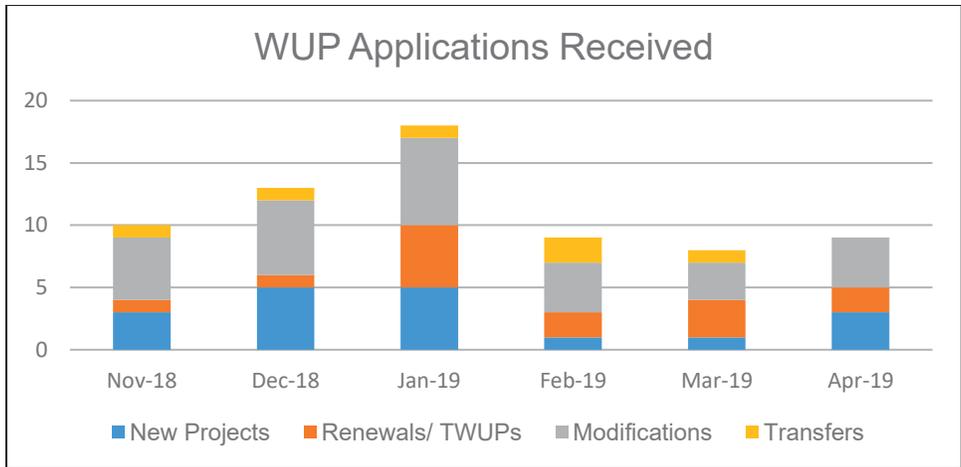
Funding for this recommendation is included in the FY 2019 budget under account code 13.2.586.3.3300.01.

PS/tm

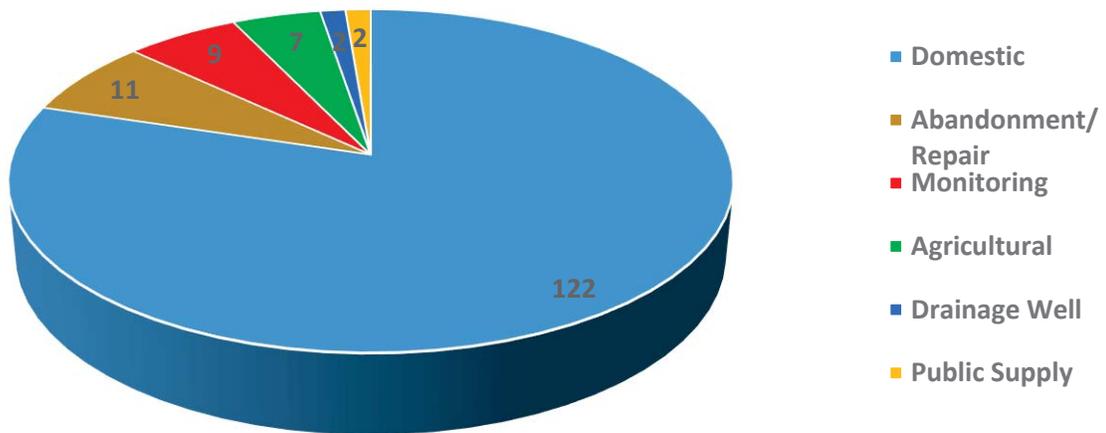
MEMORANDUM

TO: Governing Board  
FROM: Warren Zwanka, P.G., Division Director, Resource Management  
THRU: Steve Minnis, Deputy Executive Director, Business and Community Services  
DATE: May 31, 2019  
RE: Permitting Summary Report





Water Well Permits Issued Apr-19



**40B-8.021 (Amendments)  
Minimum Flows and Levels**

GB Rule Dev. Auth.	5/14/2019
Notice of Rule Dev.	5/21/2019
GB Proposed Rule Auth.	5/14/2019
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**40B-8.101 (New Rule – Steinhatchee River)  
Minimum Flows and Levels**

GB Rule Dev. Auth.	5/14/2019
Notice of Rule Dev.	5/21/2019
GB Proposed Rule Auth.	5/14/2019
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

## MEMORANDUM

TO: Governing Board

FROM: Warren Zwanka, P.G., Division Director, Resource Management

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: May 31, 2019

RE: Approval of a Modification of Water Use Permit 2-041-220785-2, for Agriculture Use, William A. Smith, Jr. Project, Gilchrist County

### RECOMMENDATION

**Staff recommends the Governing Board approve Water Use Permit number 2-041-220785-2 with seventeen standard conditions and nine special limiting conditions, to William A. Smith, Jr., in Gilchrist County.**

### BACKGROUND

This is a modification of an existing agricultural water use to receive a seven-year permit extension for voluntary implementation of automated monitoring of withdrawals. The project consists of approximately 150 controlled and 90 irrigated acres and is located approximately four miles south of Bell in Gilchrist County. Groundwater is used to irrigate corn, peanuts, melons, and rye through one center pivot or drip irrigation. Groundwater is also used to provide the livestock watering requirements of approximately 150 head of beef cattle. Supplemental irrigation models and industry standards were used to determine the 0.1161 mgd 1-in-10-year drought allocation, a 0.0280 mgd increase from the previous sequence.

All wells 8-inches in diameter or greater (2 of 5) will be monitored though electrical consumption. There have been no reports of interference or observed harm to water resources associated with previous withdrawals at this project.

Staff has determined the proposed withdrawals are in accordance with Minimum Flows and Minimum Water Levels (MFLs) and MFL recovery strategies pursuant to Chapters 62-42, 40B-8, and Emergency Rule 40BER17-01, Florida Administrative Code (F.A.C.). The application is complete and satisfies the conditions for issuance in Chapter 40B-2, F.A.C.

/tm

WATER USE TECHNICAL STAFF REPORT  
29-May-2019  
APPLICATION #: 2-041-220785-2

**Owner:** William A. Smith  
2590 US Hwy 129  
Bell, FL 32619  
(352) 493-3678

**Applicant:** William A. Smith  
2590 US Hwy 129  
Bell, FL 32619  
(352) 493-3678

**Agent:** Not Applicable

**Compliance Contact:** William A. Smith  
2590 US Hwy 129  
Bell, FL 32619  
(352) 493-3678

**Project Name:** William A. Smith, Jr.  
**County:** Gilchrist

**Located in WRCA:** Yes

**Objectors:** No

**Authorization Statement:**

The permittee is authorized to withdraw a maximum of 0.1138 mgd of groundwater for supplemental irrigation of corn/ rye, a maximum of 0.0811 mgd of groundwater for supplemental irrigation of peanuts/ rye, or a maximum of 0.0604 mgd of groundwater for supplemental irrigation of melons. The permittee is also authorized to withdraw a maximum of 0.0023 mgd of groundwater for livestock watering.

**Recommendation:** Approval

**Reviewers:** Stefani Weeks; Greg Trotter; Warren Zwanka

**WATER USE SUMMARY:**

<b>Allocation Summary</b>		
<b>Average Daily Rate (Million Gallons Per Day)</b>	<b>Freeze Protection (Million Gallons Per Year)</b>	<b>Allocation Change (Million Gallons Per Day)</b>
0.1161	0.0000	0.0280

**Recommended Permit Duration and Compliance Reporting:** 7-year permit extension; to expire December 22, 2038.

**USE STATUS: This is a modification of an existing agricultural water use to voluntarily implement automated monitoring of groundwater withdrawals and receive a 7-year permit extension.**

**PROJECT DESCRIPTION:**

This project is located on US-129 approximately four miles south of Bell in Gilchrist County; and consists of 150 controlled and 90 irrigated acres. Groundwater from one well is used to irrigate corn, peanuts, and rye through a center pivot and melons through drip irrigation. Groundwater from four livestock wells provides the livestock watering requirements of approximately 150 head of beef cattle.

The permittee has elected to provide SRWMD electrical consumption to comply with the water use reporting requirement of special condition 18.

**WATER USE CALCULATIONS:**

The livestock watering requirements were calculated based on the industry standard 15 gallons per cow per day for the cattle populations provided.

The District's WUPAR model was used to determine the 15.61 inches/ year supplemental irrigation requirement for corn.

The GIS-Based Water Resources and Agricultural Permitting and Planning System (GWRAPPS) was used to determine the following supplemental irrigation requirements:  
Peanuts grown from March 1 to July 15: 10.73 inches/ year  
Melons grown from March 1 to July 15: 9.02 inches/ year  
Rye grown from November 15 to March 1: 1.39 inches/ year

**PERMIT APPLICATION REVIEW:**

Section 373.223, Florida Statutes (F.S.), and rule 40B-2.301, Florida Administrative Code (F.A.C.), require an applicant to establish that the proposed use of water:

- (a) is a reasonable-beneficial use;
- (b) will not interfere with any presently existing legal use of water; and
- (c) is consistent with the public interest.

In addition, the above requirements are detailed further in the District's Water Use Permitting Applicant's Handbook ("A.H."). District staff has reviewed the water use permit application pursuant to the above-described requirements and have determined that the application meets the conditions for issuance of this permit. Highlights of the staff review are provided below.

**Is this a reasonable–beneficial use?  
[ref. subsection 40B-2.301(1)(a)]**

Yes. Based on the evaluation of criteria listed in subsections 40B-2.301(2)(a)-(k), F.A.C.

**Will this use interfere with any presently existing legal use of water?  
[ref. subsection 40B-2.301(1)(b)]**

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of approximately 1.5 feet at the project boundary. Additionally, no reports of interference from previous groundwater withdrawals have been received by the district. Therefore, groundwater withdrawals at this project are not expected to interfere with any presently existing legal uses of water.

**Will this use be consistent with the public interest?  
[ref. subsection 40B-2.301(1)(c)]**

Yes. The use of water for agricultural purposes is consistent with the public interest.

**Will this use be in such a quantity that is necessary for economic and efficient use?  
[ref. subsection 40B-2.301(2)(a)]**

Yes. Water use consistent with the aforementioned supplemental irrigation models and industry standards is economic and efficient. The permittee will implement the following water conservation measures for the agricultural uses: fixing leaks as needed, installing new drip tape each year and ensuring a 90% distribution uniformity is maintained, retrofitting the pivot with new sprinklers and regulators, efficiency testing the pivot to ensure that a 80% distribution uniformity will be maintained, utilizing buried pipe to reduce the risk of damage leading to leaks, using UF-IFAS and NRCS-approved methods and soil moisture probes for scheduling irrigation, operating with a pump safety shutdown in the event of an irrigation system malfunction, using conservation tillage and cover crops to increase soil health and soil water holding capacity, and when feasible irrigating only at night and when the wind is less than 5 mph.

**Will the source of the water be suitable for the consumptive use?  
[ref. subsection 40B-2.301(2)(c)]**

Yes. Staff determined the Upper Floridan aquifer is suitable for the consumptive use.

**Will the source of the water be capable of producing the requested amount?  
[ref. subsection 40B-2.301(2)(d)]**

Yes. Staff determined the Upper Floridan aquifer is capable of producing the requested amounts.

**Except when the use is for human food preparation and direct human consumption, is the lowest quality water source that is suitable for the purpose and is technically, environmentally, and economically feasible being utilized?  
[ref. subsection 40B-2.301(2)(e)]**

Yes. The lowest quality water source that is suitable for the purpose and that is technically, environmentally, and economically feasible is being utilized.

**Will the use harm existing offsite land uses as a result of hydrologic alterations?  
[ref. subsection 40B-2.301(2)(f)]**

No. The use is not expected to harm offsite land uses.

**Will the use cause harm to the water resources of the area that include water quality impacts to the water source resulting from the withdrawal or diversion, water quality impacts from dewatering discharge to receiving waters, saline water intrusion or harmful upconing, hydrologic alterations to natural systems, including wetlands or other surface waters, or other harmful hydrologic alterations to the water resources of the area?  
[ref. subsection 40B-2.301(2)(g)]**

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of approximately 1.5 foot at the project's boundaries. There are no wetlands on or proximate to the project, therefore, staff determined the use will not cause harm to the water resources of the area.

**Is the use in accordance with any minimum flow or level and implementation strategy established pursuant to Sections 373.042 and 373.0421, F.S.?  
[ref. subsection 40B-2.301(2)(h)]**

Yes. The proposed withdrawals are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42 and 40B-8, F.A.C.; and Emergency Rule 40BER17-01. Additionally, cumulative reductions in flow from the reduced allocation were evaluated at the Outstanding Florida Springs (OFS) and no measurable reductions were recorded. No OFS has an estimated cumulative flow decline of 9.9%.

**Will the project use water reserved pursuant to subsection 373.223(4), F.S.?  
[ref. subsection 40B-2.301(2)(i)]**

No. The project will not use water reserved by the Governing Board pursuant to subsection 373.223(4), F.S.

## WITHDRAWAL POINT INFORMATION:

**Site Name:** William A. Smith, Jr.

Well Details						
District ID	Station Name	Casing Diameter (inches)	Capacity (GPM)	Source Name	Status	Use Type
120303	Irrigation Well	10	1200	FAS - Upper Floridan Aquifer	Active	Agricultural
120304	Livestock Well	8	20	FAS - Upper Floridan Aquifer	Active	Agricultural
136154	Livestock Well 2	4	--	FAS - Upper Floridan Aquifer	Active	Agricultural
136155	Livestock Well 3	4	--	FAS - Upper Floridan Aquifer	Active	Agricultural
136156	Livestock Well 4	4	--	FAS - Upper Floridan Aquifer	Active	Agricultural

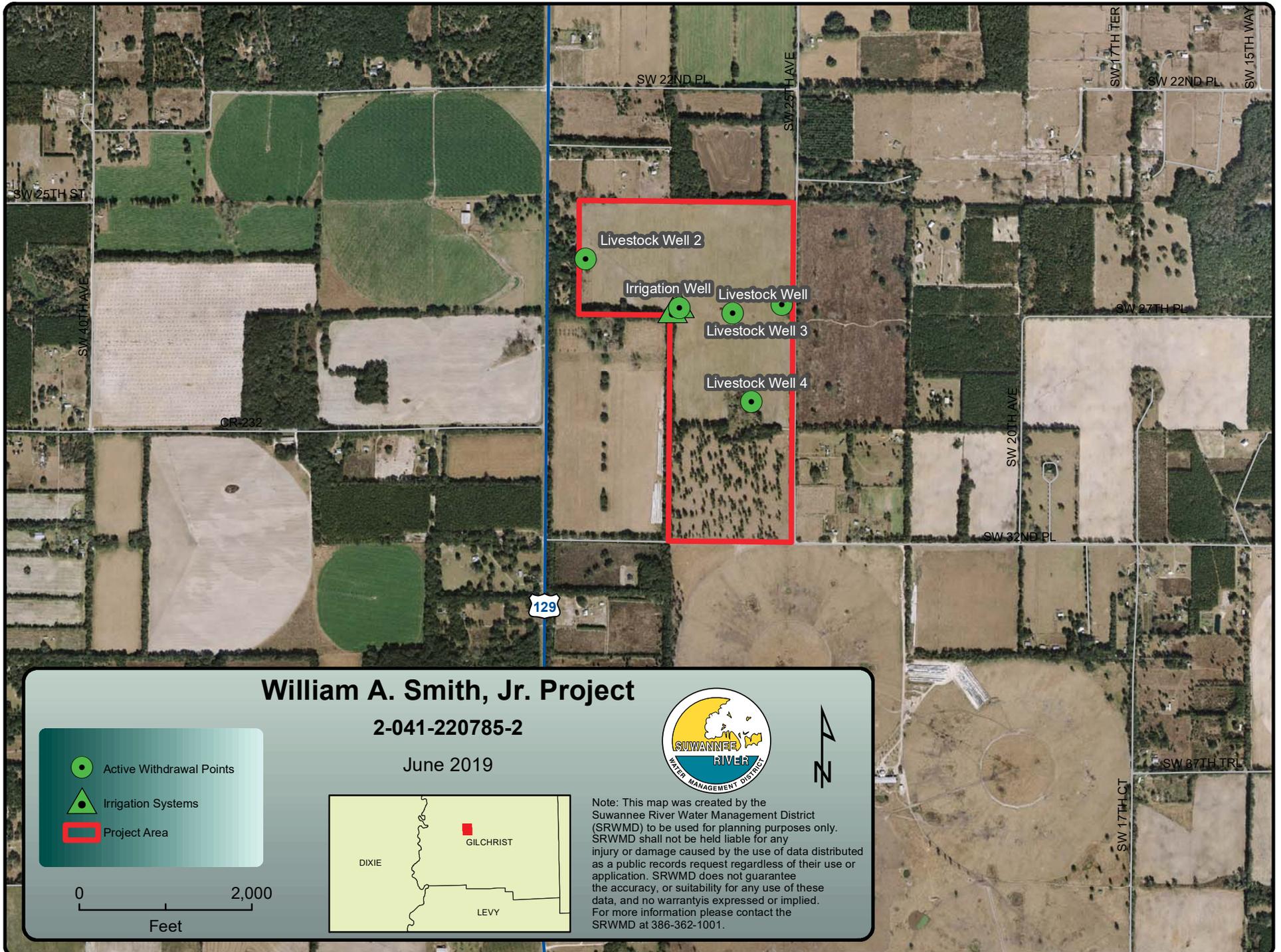
## Conditions

1. All water uses authorized by this permit shall be implemented as conditioned by this permit, including any documents incorporated by reference in a permit condition. The District may revoke this permit, in whole or in part, or take enforcement action, pursuant to sections 373.136 or 373.243, F.S., unless a permit modification has been obtained. The permittee shall immediately notify the District in writing of any previously submitted information that is later discovered to be inaccurate.
2. This permit does not convey to the permittee any property rights or privileges other than those specified herein, nor relieve the permittee from complying with any applicable local government, state, or federal law, rule, or ordinance.

3. The permittee shall notify the District in writing within 30 days of any sale, transfer, or conveyance of ownership or any other loss of permitted legal control of the Project and / or related facilities from which the permitted water use is made. Where the permittee's control of the land subject to the permit was demonstrated through a lease, the permittee must either submit documentation showing that it continues to have legal control or transfer control of the permitted system / project to the new landowner or new lessee. All transfers of ownership are subject to the requirements of rule 40B-2.351, F.A.C. Alternatively, the permittee may surrender the water use permit to the District, thereby relinquishing the right to conduct any activities under the permit.
4. Nothing in this permit should be construed to limit the authority of the District to declare a water shortage and issue orders pursuant to chapter 373, F.S. In the event of a declared water shortage, the permittee must adhere to the water shortage restrictions, as specified by the District. The permittee is advised that during a water shortage, reports shall be submitted as required by District rule or order.
5. With advance notice to the permittee, District staff with proper identification shall have permission to enter, inspect, observe, collect samples, and take measurements of permitted facilities to determine compliance with the permit conditions and permitted plans and specifications. The permittee shall either accompany District staff onto the property or make provision for access onto the property.
6. A permittee may seek modification of any term of an unexpired permit. The permittee is advised that section 373.239, F.S. and rule 40B-2.331, F.A.C., are applicable to permit modifications.
7. This permit shall expire on **12/22/2038**. The permittee must submit the appropriate application form incorporated and the required fee to the District pursuant to rule 40B-2.361, F.A.C., up to one year prior to this expiration date in order to continue the use of water.
8. Use classification is **Agricultural**.
9. Source classification is **Groundwater**.
10. The permitted water withdrawal facilities consist of the stations in the Withdrawal Point Information table(s).

11. The permittee must mitigate interference with existing legal uses caused in whole or in part by the permittee's withdrawals, consistent with a District-approved mitigation plan. As necessary to offset such interference, mitigation may include, but is not limited to, reducing pumpage, replacing the existing legal user's withdrawal equipment, relocating wells, changing withdrawal source, supplying water to existing legal user, or other means needed to mitigate the impacts.
12. The permittee must mitigate harm to existing off-site land uses caused by the permittee's withdrawals. When harm occurs, or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
13. The permittee must mitigate harm to the natural resources caused by the permittee's withdrawals. When harm occurs or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
14. If any condition of the permit is violated, the permittee shall be subject to enforcement action pursuant to chapter 373, F.S.
15. The permittee must notify the District in writing prior to implementing any changes in the water use that may alter the permit allocations. Such changes include, but are not limited to, change in irrigated acreage, crop type, irrigation system, water treatment method, or entry into one or more large water use agreements. In the event a proposed change will alter the allocation, permittee must first obtain a permit modification.
16. All correspondence sent to the District regarding this permit must include the permit number **(2-041-220785-2)**.
17. The District reserves the right to open this permit, following notice to the permittee, to include a permit condition prohibiting withdrawals for resource protection.
18. The permittee shall implement automated monitoring of groundwater withdrawals, at permittee's expense, upon commencement of withdrawals. Monthly reports shall include volume pumped by each well of inside diameter eight inches or greater at land surface and shall be delivered within the following month in an approved District format. The permittee may opt for a standardized SRWMD automated monitoring system to fulfill this requirement.
19. The permittee shall implement and/or maintain the conservation practices selected in the Water Conservation Plan submitted to the District. Any new practices selected shall be implemented within one year from the date of permit issuance. Practices that involve scheduling methods or maintenance shall be documented. Documentation for implementation and/or maintenance shall be maintained on all practices and available upon request.

20. The permittee's water use shall be consistent with the MFL prevention or recovery strategy developed for any water body from which this permitted water use directly or indirectly withdraws or diverts water, pursuant to subsection 40B-2.301(2)(h), F.A.C.
21. The permittee shall ensure that the irrigation systems will water target areas only under field operations. Irrigation of non-target areas (roads, woods, structures, etc.) is prohibited.
22. The permittee agrees to participate in a Mobile Irrigation Lab (MIL) program and allow access to the Project Site for the purpose of conducting a MIL evaluation at least once every five years.
23. Following the effective date of the re-evaluated Minimum Flows and Levels adopted pursuant to subsection 62-42.300(1)(e), F.A.C., this permit is subject to modification during the term of the permit, upon reasonable notice by the District to the permittee, to achieve compliance with any approved MFL recovery or prevention strategy for the Lower Santa Fe River, Ichetucknee River, and Associated Priority Springs. Nothing herein shall be construed to alter the District's authority to modify a permit under circumstances not addressed in this condition.
24. The permittee shall install and maintain no less than one backflow prevention device when fertigating and no less than two backflow prevention devices when chemigating on all wells or surface water pumps connected to the irrigation system. The backflow prevention device(s) shall be installed between the water source and the injection point.
25. The permittee is authorized to withdraw a maximum of 0.1138 mgd of groundwater for supplemental irrigation of corn/ rye, or a maximum of 0.0811 mgd of groundwater for supplemental irrigation of peanuts/ rye, or a maximum of 0.0604 mgd of groundwater for supplemental irrigation of melons. Daily allocations are calculated on an average annual basis and the maximum allocation is only authorized in 1-in-10 year drought conditions.
26. The permittee is authorized to withdraw a maximum of 0.0023 mgd of groundwater for livestock use. Daily allocations are calculated on an average annual basis.



# William A. Smith, Jr. Project

2-041-220785-2

June 2019



-  Active Withdrawal Points
-  Irrigation Systems
-  Project Area



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.

## MEMORANDUM

TO: Governing Board

FROM: Warren Zwanka, P.G., Division Director, Resource Management

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: May 31, 2019

RE: Approval of a Modification of Water Use Permit 2-075-219982-3, for Agriculture Use, James Swilley Farm Project, Levy County

### RECOMMENDATION

**Staff recommends the Governing Board approve Water Use Permit number 2-075-219982-3 with seventeen standard conditions and nine special limiting conditions, to James Swilley, in Levy County.**

### BACKGROUND

This is a modification of an existing agricultural water use to receive a seven-year permit extension for voluntary implementation of automated monitoring of withdrawals. The project consists of approximately 100 controlled and 40 irrigated acres and is located approximately four miles northeast of Chiefland in Levy County. Groundwater is used to irrigate melons through drip irrigation. Groundwater is also used to provide the livestock watering requirements of approximately 100 head of beef cattle. Supplemental irrigation models and industry standards were used to determine the 0.0283 mgd 1-in-10-year drought allocation, a 0.0014 mgd increase from the previous sequence.

The single active 8-inch diameter irrigation well will be monitored though telemetry. There have been no reports of interference or observed harm to water resources associated with previous withdrawals at this project.

Staff has determined the proposed withdrawals are in accordance with Minimum Flows and Minimum Water Levels (MFLs) and MFL recovery strategies pursuant to Chapters 62-42, 40B-8, and Emergency Rule 40BER17-01, Florida Administrative Code (F.A.C.). The application is complete and satisfies the conditions for issuance in Chapter 40B-2, F.A.C.

/tm

WATER USE TECHNICAL STAFF REPORT  
29-May-2019  
APPLICATION #: 2-075-219982-3

**Owner:** James Swilley  
3550 NW 140TH Street  
Chiefland, FL 32626  
(352) 949-1961

**Applicant:** James Swilley  
3550 NW 140TH Street  
Chiefland, FL 32626  
(352) 949-1961

**Agent:** Not Applicable

**Compliance Contact:** James Swilley  
3550 NW 140TH Street  
Chiefland, FL 32626  
(352) 949-1961

**Project Name:** James Swilley Farm  
**County:** Levy

**Located in WRCA:** No  
**Objectors:** No

**Authorization Statement:**

The permittee is authorized to withdraw a maximum of 0.0268 mgd of groundwater for supplemental irrigation of melons. The permittee is also authorized to withdraw a maximum of 0.0015 mgd of groundwater for livestock watering.

**Recommendation:** Approval

**Reviewers:** Stefani Weeks; Greg Trotter; Warren Zwanka

**WATER USE SUMMARY:**

<b>Allocation Summary</b>		
<b>Average Daily Rate (Million Gallons Per Day)</b>	<b>Freeze Protection (Million Gallons Per Year)</b>	<b>Allocation Change (Million Gallons Per Day)</b>
0.0283	0.0000	0.0014

**Recommended Permit Duration and Compliance Reporting:** 7-year permit extension; to expire February 7, 2038

**USE STATUS: This is a modification of an existing agricultural water use to voluntarily implement automated monitoring of groundwater withdrawals and receive a 7-year permit extension.**

**PROJECT DESCRIPTION:**

This project is located on CR-346 approximately 0.5 miles west of US-129, and 4 miles northeast of Chiefland in Levy County; and consists of 100 controlled and 40 irrigated acres. Groundwater from one well is used to irrigate melons through drip irrigation. Groundwater from a second well provides the livestock watering requirements of approximately 100 head of beef cattle.

The permittee has elected to provide SRWMD electrical consumption and telemetry to comply with the water use reporting requirement of special condition 18.

**WATER USE CALCULATIONS:**

The livestock watering requirements were calculated based on the industry standard 15 gallons per cow per day for the cattle populations provided.

The GIS-Based Water Resources and Agricultural Permitting and Planning System (GWRAPPS) was used to determine the following supplemental irrigation requirements: Melons grown from March 1 to July 15: 9.01 inches/ year

**PERMIT APPLICATION REVIEW:**

Section 373.223, Florida Statutes (F.S.), and rule 40B-2.301, Florida Administrative Code (F.A.C.), require an applicant to establish that the proposed use of water:

- (a) is a reasonable-beneficial use;
- (b) will not interfere with any presently existing legal use of water; and
- (c) is consistent with the public interest.

In addition, the above requirements are detailed further in the District's Water Use Permitting Applicant's Handbook ("A.H."). District staff has reviewed the water use permit application pursuant to the above-described requirements and have determined that the application meets the conditions for issuance of this permit. Highlights of the staff review are provided below.

**Is this a reasonable-beneficial use?**

**[ref. subsection 40B-2.301(1)(a)]**

Yes. Based on the evaluation of criteria listed in subsections 40B-2.301(2)(a)-(k), F.A.C.

**Will this use interfere with any presently existing legal use of water?**

**[ref. subsection 40B-2.301(1)(b)]**

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 feet at the project boundary. Additionally, no reports of interference from previous groundwater withdrawals have been received by the district.

Therefore, groundwater withdrawals at this project are not expected to interfere with any presently existing legal uses of water.

**Will this use be consistent with the public interest?  
[ref. subsection 40B-2.301(1)(c)]**

Yes. The use of water for agricultural purposes is consistent with the public interest.

**Will this use be in such a quantity that is necessary for economic and efficient use?  
[ref. subsection 40B-2.301(2)(a)]**

Yes. Water use consistent with the aforementioned supplemental irrigation models and industry standards is economic and efficient. The permittee will implement the following water conservation measures for the agricultural uses: fixing leaks as needed, installing new drip tape each year and ensuring a 90% distribution uniformity is maintained, utilizing buried pipe to reduce the risk of damage leading to leaks, using UF-IFAS and NRCS-approved methods and soil moisture probes for scheduling irrigation, operating with a pump safety shutdown in the event of an irrigation system malfunction, using conservation tillage and cover crops to increase soil health and soil water holding capacity, and when feasible irrigating only at night and when the wind is less than 5 mph.

**Will the source of the water be suitable for the consumptive use?  
[ref. subsection 40B-2.301(2)(c)]**

Yes. Staff determined the Upper Floridan aquifer is suitable for the consumptive use.

**Will the source of the water be capable of producing the requested amount?  
[ref. subsection 40B-2.301(2)(d)]**

Yes. Staff determined the Upper Floridan aquifer is capable of producing the requested amounts.

**Except when the use is for human food preparation and direct human consumption, is the lowest quality water source that is suitable for the purpose and is technically, environmentally, and economically feasible being utilized?  
[ref. subsection 40B-2.301(2)(e)]**

Yes. The lowest quality water source that is suitable for the purpose and that is technically, environmentally, and economically feasible is being utilized.

**Will the use harm existing offsite land uses as a result of hydrologic alterations?  
[ref. subsection 40B-2.301(2)(f)]**

No. The use is not expected to harm offsite land uses.

**Will the use cause harm to the water resources of the area that include water quality impacts to the water source resulting from the withdrawal or diversion, water quality impacts from dewatering discharge to receiving waters, saline water intrusion or harmful upconing, hydrologic alterations to natural systems, including wetlands or other surface waters, or other harmful hydrologic alterations to the water resources of the area?**  
**[ref. subsection 40B-2.301(2)(g)]**

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 feet at the project’s boundaries. There are no wetlands on or proximate to the project, therefore, staff determined the use will not cause harm to the water resources of the area.

**Is the use in accordance with any minimum flow or level and implementation strategy established pursuant to Sections 373.042 and 373.0421, F.S.?**  
**[ref. subsection 40B-2.301(2)(h)]**

Yes. The proposed withdrawals are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42 and 40B-8, F.A.C.; and Emergency Rule 40BER17-01. Additionally, cumulative reductions in flow from the reduced allocation were evaluated at the Outstanding Florida Springs (OFS) and no measurable reductions were recorded. No OFS has an estimated cumulative flow decline of 9.9%.

**Will the project use water reserved pursuant to subsection 373.223(4), F.S.?**  
**[ref. subsection 40B-2.301(2)(i)]**

No. The project will not use water reserved by the Governing Board pursuant to subsection 373.223(4), F.S.

**WITHDRAWAL POINT INFORMATION:**

**Site Name:** James Swilley Farm

<b>Well Details</b>						
<b>District ID</b>	<b>Station Name</b>	<b>Casing Diameter (inches)</b>	<b>Capacity (GPM)</b>	<b>Source Name</b>	<b>Status</b>	<b>Use Type</b>
120518	Well No. 1	8	600	FAS - Upper Floridan Aquifer	Active	Agricultural
120519	Well No. 2	8	--	Groundwater	Inactive	--
120721	Well No. 3	4	20	FAS - Upper Floridan Aquifer	Active	Agricultural

## Conditions

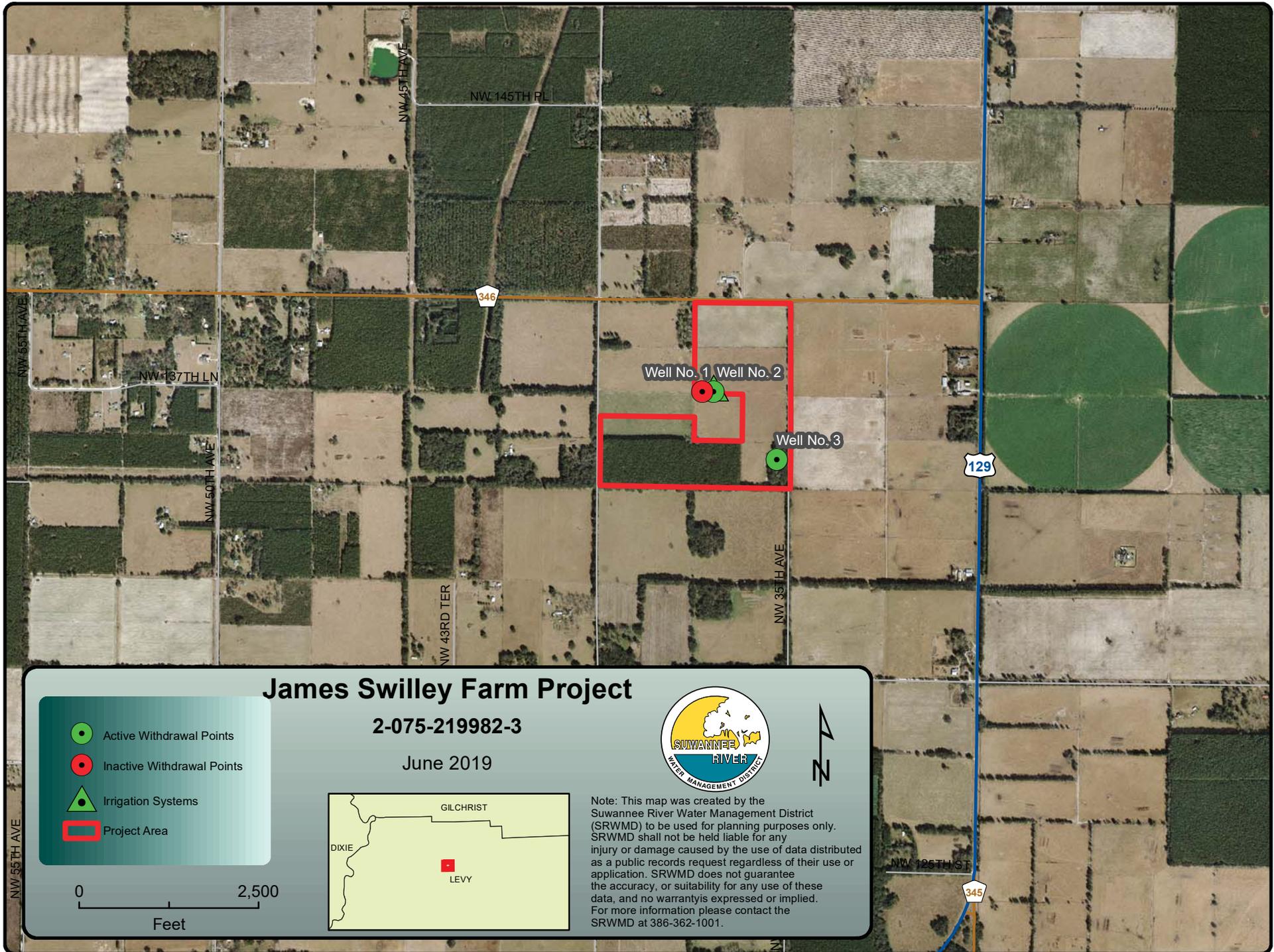
1. All water uses authorized by this permit shall be implemented as conditioned by this permit, including any documents incorporated by reference in a permit condition. The District may revoke this permit, in whole or in part, or take enforcement action, pursuant to sections 373.136 or 373.243, F.S., unless a permit modification has been obtained. The permittee shall immediately notify the District in writing of any previously submitted information that is later discovered to be inaccurate.
2. This permit does not convey to the permittee any property rights or privileges other than those specified herein, nor relieve the permittee from complying with any applicable local government, state, or federal law, rule, or ordinance.
3. The permittee shall notify the District in writing within 30 days of any sale, transfer, or conveyance of ownership or any other loss of permitted legal control of the Project and / or related facilities from which the permitted water use is made. Where the permittee's control of the land subject to the permit was demonstrated through a lease, the permittee must either submit documentation showing that it continues to have legal control or transfer control of the permitted system / project to the new landowner or new lessee. All transfers of ownership are subject to the requirements of rule 40B-2.351, F.A.C. Alternatively, the permittee may surrender the water use permit to the District, thereby relinquishing the right to conduct any activities under the permit.
4. Nothing in this permit should be construed to limit the authority of the District to declare a water shortage and issue orders pursuant to chapter 373, F.S. In the event of a declared water shortage, the permittee must adhere to the water shortage restrictions, as specified by the District. The permittee is advised that during a water shortage, reports shall be submitted as required by District rule or order.
5. With advance notice to the permittee, District staff with proper identification shall have permission to enter, inspect, observe, collect samples, and take measurements of permitted facilities to determine compliance with the permit conditions and permitted plans and specifications. The permittee shall either accompany District staff onto the property or make provision for access onto the property.
6. A permittee may seek modification of any term of an unexpired permit. The permittee is advised that section 373.239, F.S. and rule 40B-2.331, F.A.C., are applicable to permit modifications.

7. This permit shall expire on **02/07/2038**. The permittee must submit the appropriate application form incorporated and the required fee to the District pursuant to rule 40B-2.361, F.A.C., up to one year prior to this expiration date in order to continue the use of water.
8. Use classification is **Agricultural**.
9. Source classification is **Groundwater**.
10. The permitted water withdrawal facilities consist of the stations in the Withdrawal Point Information table(s).
11. The permittee must mitigate interference with existing legal uses caused in whole or in part by the permittee's withdrawals, consistent with a District-approved mitigation plan. As necessary to offset such interference, mitigation may include, but is not limited to, reducing pumpage, replacing the existing legal user's withdrawal equipment, relocating wells, changing withdrawal source, supplying water to existing legal user, or other means needed to mitigate the impacts.
12. The permittee must mitigate harm to existing off-site land uses caused by the permittee's withdrawals. When harm occurs, or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
13. The permittee must mitigate harm to the natural resources caused by the permittee's withdrawals. When harm occurs or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
14. If any condition of the permit is violated, the permittee shall be subject to enforcement action pursuant to chapter 373, F.S.
15. The permittee must notify the District in writing prior to implementing any changes in the water use that may alter the permit allocations. Such changes include, but are not limited to, change in irrigated acreage, crop type, irrigation system, water treatment method, or entry into one or more large water use agreements. In the event a proposed change will alter the allocation, permittee must first obtain a permit modification.
16. All correspondence sent to the District regarding this permit must include the permit number (**2-075-219982-3**).
17. The District reserves the right to open this permit, following notice to the permittee, to include a permit condition prohibiting withdrawals for resource protection.

18. The permittee shall implement automated monitoring of groundwater withdrawals, at permittee's expense, upon commencement of withdrawals. Monthly reports shall include volume pumped by each well of inside diameter eight inches or greater at land surface and shall be delivered within the following month in an approved District format. The permittee may opt for a standardized SRWMD automated monitoring system to fulfill this requirement.
19. The permittee shall implement and/or maintain the conservation practices selected in the Water Conservation Plan submitted to the District. Any new practices selected shall be implemented within one year from the date of permit issuance. Practices that involve scheduling methods or maintenance shall be documented. Documentation for implementation and/or maintenance shall be maintained on all practices and available upon request.
20. The permittee's water use shall be consistent with the MFL prevention or recovery strategy developed for any water body from which this permitted water use directly or indirectly withdraws or diverts water, pursuant to subsection 40B-2.301(2)(h), F.A.C.
21. The permittee shall ensure that the irrigation systems will water target areas only under field operations. Irrigation of non-target areas (roads, woods, structures, etc.) is prohibited.
22. The permittee agrees to participate in a Mobile Irrigation Lab (MIL) program and allow access to the Project Site for the purpose of conducting a MIL evaluation at least once every five years.
23. Following the effective date of the re-evaluated Minimum Flows and Levels adopted pursuant to subsection 62-42.300(1)(e), F.A.C., this permit is subject to modification during the term of the permit, upon reasonable notice by the District to the permittee, to achieve compliance with any approved MFL recovery or prevention strategy for the Lower Santa Fe River, Ichetucknee River, and Associated Priority Springs. Nothing herein shall be construed to alter the District's authority to modify a permit under circumstances not addressed in this condition.
24. The permittee shall install and maintain no less than one backflow prevention device when fertigating and no less than two backflow prevention devices when chemigating on all wells or surface water pumps connected to the irrigation system. The backflow prevention device(s) shall be installed between the water source and the injection point.

25. The permittee is authorized to withdraw a maximum of 0.0268 mgd of groundwater for supplemental irrigation of melons. Daily allocations are calculated on an average annual basis and the maximum allocation is only authorized in 1-in-10 year drought conditions.

26. The permittee is authorized to withdraw a maximum of 0.0015 mgd groundwater for livestock use. Daily allocations are calculated on an average annual basis.



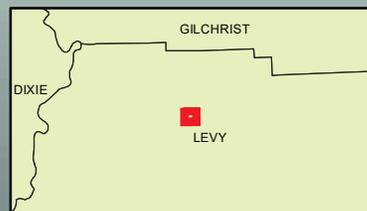
# James Swilley Farm Project

2-075-219982-3

June 2019



- Active Withdrawal Points
- Inactive Withdrawal Points
- ▲ Irrigation Systems
- Project Area



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.

## MEMORANDUM

TO: Governing Board

FROM: Warren Zwanka, P.G., Division Director, Resource Management

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: May 31, 2019

RE: Approval of a Modification of Water Use Permit 2-075-220014-3, for Agriculture Use, Thomas Brookins Project, Levy County

### RECOMMENDATION

**Staff recommends the Governing Board approve Water Use Permit number 2-075-220014-3 with seventeen standard conditions and nine special limiting conditions, to Thomas Brookins, in Levy County.**

### BACKGROUND

This is a modification of an existing agricultural water use to receive a seven-year permit extension for voluntary implementation of automated monitoring of withdrawals. The project consists of approximately 570 controlled and 120 irrigated acres and is located approximately 1.5 miles north of Chiefland in Levy County. Groundwater is used to irrigate corn, peanuts, melons, and rye through four center pivots or drip irrigation. Groundwater is also used to provide the livestock watering requirements of approximately 250 head of beef cattle. Supplemental irrigation models and industry standards were used to determine the 0.1808 mgd 1-in-10-year drought allocation, a 0.0963 mgd decrease from the previous sequence.

All wells 8-inches in diameter or greater (4 of 12) will be monitored though telemetry and electrical consumption. There have been no reports of interference or observed harm to water resources associated with previous withdrawals at this project.

Staff has determined the proposed withdrawals are in accordance with Minimum Flows and Minimum Water Levels (MFLs) and MFL recovery strategies pursuant to Chapters 62-42, 40B-8, and Emergency Rule 40BER17-01, Florida Administrative Code (F.A.C.). The application is complete and satisfies the conditions for issuance in Chapter 40B-2, F.A.C.

/tm

WATER USE TECHNICAL STAFF REPORT  
29-May-2019  
APPLICATION #: 2-075-220014-3

**Owner:** Thomas Brookins  
PO Box 1662  
Chiefland, FL 32644  
(352) 221-5935

**Applicant:** Thomas Brookins  
PO Box 1662  
Chiefland, FL 32644  
(352) 221-5935

**Agent:** Loran Brookins  
PO Box 1662  
Chiefland, FL 32644  
(352) 221-5935

**Compliance Contact:** Loran Brookins  
PO Box 1662  
Chiefland, FL 32644  
(352) 221-5935

**Project Name:** Thomas Brookins  
**County:** Levy

**Located in WRCA:** No  
**Objectors:** No

**Authorization Statement:**

The permittee is authorized to withdraw a maximum of 0.1770 mgd of groundwater for supplemental irrigation of corn/ rye, a maximum of 0.1049 mgd of groundwater for supplemental irrigation of peanuts/ rye, a maximum of 0.1180 mgd of groundwater for supplemental irrigation of melons/ rye, or a maximum of 0.0725 mgd of groundwater for supplemental irrigation of pasture. The permittee is also authorized to withdraw a maximum of 0.0038 mgd of groundwater for livestock watering.

**Recommendation:** Approval

**Reviewers:** Stefani Weeks; Greg Trotter; Warren Zwanka

**WATER USE SUMMARY:**

<b>Allocation Summary</b>		
<b>Average Daily Rate (Million Gallons Per Day)</b>	<b>Freeze Protection (Million Gallons Per Year)</b>	<b>Allocation Change (Million Gallons Per Day)</b>
0.1808	0.0000	-0.0963

**Recommended Permit Duration and Compliance Reporting:** 7-year permit extension; to expire December 22, 2038.

**USE STATUS:** This is a modification of an existing agricultural water use to voluntarily implement automated monitoring of groundwater withdrawals and receive a 7-year permit extension.

**PROJECT DESCRIPTION:**

This project is located on CR-321 approximately 1.5 miles north of Chiefland in Levy County; and consists of 570 controlled and 120 irrigated acres. Groundwater from three irrigation wells is used to irrigate corn, peanuts, pasture, and rye through a center pivot, and melons through drip irrigation. Groundwater from six livestock wells provides the livestock watering requirements of approximately 250 head of beef cattle.

The permittee has elected to provide SRWMD electrical consumption and telemetry to comply with the water use reporting requirement of special condition 18.

**WATER USE CALCULATIONS:**

The livestock watering requirements were calculated based on the industry standard 15 gallons per cow per day for the cattle populations provided.

The District's WUPAR model was used to determine the 15.61 inches/ year supplemental irrigation requirement for corn.

The GIS-Based Water Resources and Agricultural Permitting and Planning System (GWRAPPS) was used to determine the following supplemental irrigation requirements:

Melons grown from March 1 to July 15: 9.00 inches/ year

Pasture: 8.12 inches/ year

Peanuts grown from April 1 to October 1: 7.53 inches/ year

Rye grown from September 15 to March 1: 4.22 inches/ year

**PERMIT APPLICATION REVIEW:**

Section 373.223, Florida Statutes (F.S.), and rule 40B-2.301, Florida Administrative Code (F.A.C.), require an applicant to establish that the proposed use of water:

- (a) is a reasonable-beneficial use;
- (b) will not interfere with any presently existing legal use of water; and
- (c) is consistent with the public interest.

In addition, the above requirements are detailed further in the District's Water Use Permitting Applicant's Handbook ("A.H."). District staff has reviewed the water use permit application pursuant to the above-described requirements and have determined that the application meets the conditions for issuance of this permit. Highlights of the staff review are provided below.

**Is this a reasonable–beneficial use?  
[ref. subsection 40B-2.301(1)(a)]**

Yes. Based on the evaluation of criteria listed in subsections 40B-2.301(2)(a)-(k), F.A.C.

**Will this use interfere with any presently existing legal use of water?  
[ref. subsection 40B-2.301(1)(b)]**

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 a foot at the project boundary. Additionally, no reports of interference from previous groundwater withdrawals have been received by the district. Therefore, groundwater withdrawals at this project are not expected to interfere with any presently existing legal uses of water.

**Will this use be consistent with the public interest?  
[ref. subsection 40B-2.301(1)(c)]**

Yes. The use of water for agricultural purposes is consistent with the public interest.

**Will this use be in such a quantity that is necessary for economic and efficient use?  
[ref. subsection 40B-2.301(2)(a)]**

Yes. Water use consistent with the aforementioned supplemental irrigation models and industry standards is economic and efficient. The permittee will implement the following water conservation measures for the agricultural uses: fixing leaks as needed, installing new drip tape each year and ensuring a 90% distribution uniformity is maintained, retrofitting the pivot with new sprinklers and regulators, efficiency testing the pivot to ensure that a 80% distribution uniformity will be maintained, utilizing buried pipe to reduce the risk of damage leading to leaks, using UF-IFAS and NRCS-approved methods and soil moisture probes for scheduling irrigation, operating with a pump safety shutdown in the event of an irrigation system malfunction, practicing conservation tillage and cover crops to increase soil health and soil water holding capacity, and when feasible irrigating only at night and when the wind is less than 5 mph.

**Will the source of the water be suitable for the consumptive use?  
[ref. subsection 40B-2.301(2)(c)]**

Yes. Staff determined the Upper Floridan aquifer is suitable for the consumptive use.

**Will the source of the water be capable of producing the requested amount?  
[ref. subsection 40B-2.301(2)(d)]**

Yes. Staff determined the Upper Floridan aquifer is capable of producing the requested amounts.

**Except when the use is for human food preparation and direct human consumption, is the lowest quality water source that is suitable for the purpose and is technically, environmentally, and economically feasible being utilized?**  
[ref. subsection 40B-2.301(2)(e)]

Yes. The lowest quality water source that is suitable for the purpose and that is technically, environmentally, and economically feasible is being utilized.

**Will the use harm existing offsite land uses as a result of hydrologic alterations?**  
[ref. subsection 40B-2.301(2)(f)]

No. The use is not expected to harm offsite land uses.

**Will the use cause harm to the water resources of the area that include water quality impacts to the water source resulting from the withdrawal or diversion, water quality impacts from dewatering discharge to receiving waters, saline water intrusion or harmful upconing, hydrologic alterations to natural systems, including wetlands or other surface waters, or other harmful hydrologic alterations to the water resources of the area?**  
[ref. subsection 40B-2.301(2)(g)]

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 a foot at the project wetlands. Additionally staff conducted a biological review and determined the continued water use is not expected to cause any harm to natural systems or the water resources of the area for the duration of the permit.

**Is the use in accordance with any minimum flow or level and implementation strategy established pursuant to Sections 373.042 and 373.0421, F.S.?**  
[ref. subsection 40B-2.301(2)(h)]

Yes. The proposed withdrawals are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42 and 40B-8, F.A.C.; and Emergency Rule 40BER17-01. Additionally, cumulative reductions in flow from the reduced allocation were evaluated at the Outstanding Florida Springs (OFS) and no measurable reductions were recorded. No OFS has an estimated cumulative flow decline of 9.9%.

**Will the project use water reserved pursuant to subsection 373.223(4), F.S.?**  
[ref. subsection 40B-2.301(2)(i)]

No. The project will not use water reserved by the Governing Board pursuant to subsection 373.223(4), F.S.

**WITHDRAWAL POINT INFORMATION:****Site Name:** Thomas Brookins

<b>Well Details</b>						
<b>District ID</b>	<b>Station Name</b>	<b>Casing Diameter (inches)</b>	<b>Capacity (GPM)</b>	<b>Source Name</b>	<b>Status</b>	<b>Use Type</b>
118745	Lorens Well	4	25	FAS - Upper Floridan Aquifer	Active	Agricultural
119491	Livestock Well #2	2	10	FAS - Upper Floridan Aquifer	Active	Agricultural
119492	Brookins Home Well #1	2	10	FAS - Upper Floridan Aquifer	Active	Agricultural
119873	Livestock Well #1	2	10	FAS - Upper Floridan Aquifer	Active	Agricultural
119874	Airport Livestock Well #2	2	10	FAS - Upper Floridan Aquifer	Active	Agricultural
119875	Brookins Home Well #2	2	10	FAS - Upper Floridan Aquifer	Active	Agricultural
119876	Airport 8" Well	8	550	FAS - Upper Floridan Aquifer	Active	Agricultural
120245	Grandson Ryans Well	2	10	FAS - Upper Floridan Aquifer	Active	Agricultural
120639	Hayes Well	8	550	FAS - Upper Floridan Aquifer	Active	Agricultural
120994	Home Place Well	10	1100	FAS - Upper Floridan Aquifer	Active	Agricultural
120995	Airport Livestock Well #1	2	10	FAS - Upper Floridan Aquifer	Active	Agricultural
121443	Sache Well	8	550	FAS - Upper Floridan Aquifer	Active	Agricultural

## Conditions

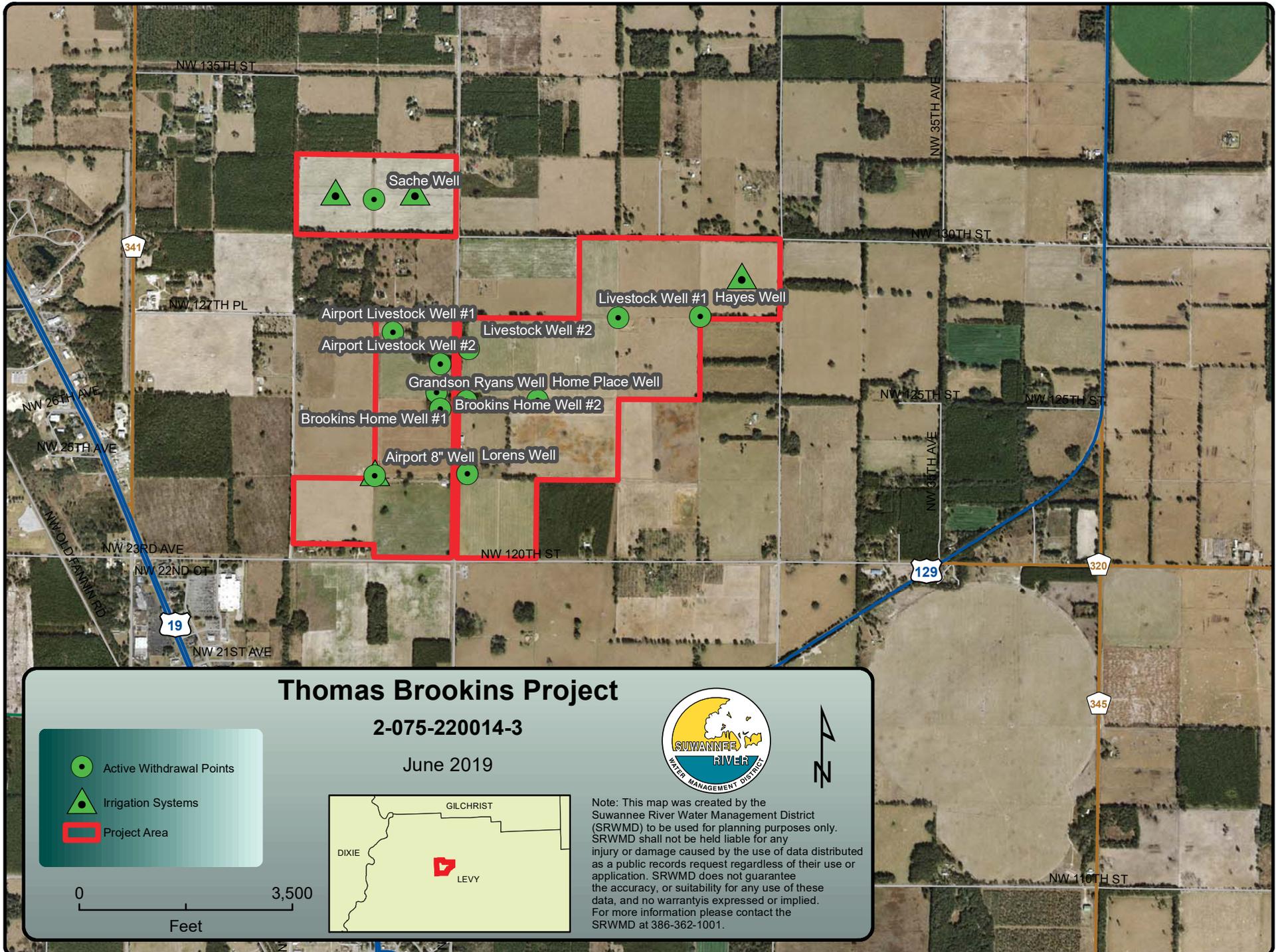
1. All water uses authorized by this permit shall be implemented as conditioned by this permit, including any documents incorporated by reference in a permit condition. The District may revoke this permit, in whole or in part, or take enforcement action, pursuant to sections 373.136 or 373.243, F.S., unless a permit modification has been obtained. The permittee shall immediately notify the District in writing of any previously submitted information that is later discovered to be inaccurate.
2. This permit does not convey to the permittee any property rights or privileges other than those specified herein, nor relieve the permittee from complying with any applicable local government, state, or federal law, rule, or ordinance.
3. The permittee shall notify the District in writing within 30 days of any sale, transfer, or conveyance of ownership or any other loss of permitted legal control of the Project and / or related facilities from which the permitted water use is made. Where the permittee's control of the land subject to the permit was demonstrated through a lease, the permittee must either submit documentation showing that it continues to have legal control or transfer control of the permitted system / project to the new landowner or new lessee. All transfers of ownership are subject to the requirements of rule 40B-2.351, F.A.C. Alternatively, the permittee may surrender the water use permit to the District, thereby relinquishing the right to conduct any activities under the permit.
4. Nothing in this permit should be construed to limit the authority of the District to declare a water shortage and issue orders pursuant to chapter 373, F.S. In the event of a declared water shortage, the permittee must adhere to the water shortage restrictions, as specified by the District. The permittee is advised that during a water shortage, reports shall be submitted as required by District rule or order.
5. With advance notice to the permittee, District staff with proper identification shall have permission to enter, inspect, observe, collect samples, and take measurements of permitted facilities to determine compliance with the permit conditions and permitted plans and specifications. The permittee shall either accompany District staff onto the property or make provision for access onto the property.
6. A permittee may seek modification of any term of an unexpired permit. The permittee is advised that section 373.239, F.S. and rule 40B-2.331, F.A.C., are applicable to permit modifications.

7. This permit shall expire on **6/30/2038**. The permittee must submit the appropriate application form incorporated and the required fee to the District pursuant to rule 40B-2.361, F.A.C., up to one year prior to this expiration date in order to continue the use of water.
8. Use classification is **Agricultural**.
9. Source classification is **Groundwater**.
10. The permitted water withdrawal facilities consist of the stations in the Withdrawal Point Information table(s).
11. The permittee must mitigate interference with existing legal uses caused in whole or in part by the permittee's withdrawals, consistent with a District-approved mitigation plan. As necessary to offset such interference, mitigation may include, but is not limited to, reducing pumpage, replacing the existing legal user's withdrawal equipment, relocating wells, changing withdrawal source, supplying water to existing legal user, or other means needed to mitigate the impacts.
12. The permittee must mitigate harm to existing off-site land uses caused by the permittee's withdrawals. When harm occurs, or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
13. The permittee must mitigate harm to the natural resources caused by the permittee's withdrawals. When harm occurs or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
14. If any condition of the permit is violated, the permittee shall be subject to enforcement action pursuant to chapter 373, F.S.
15. The permittee must notify the District in writing prior to implementing any changes in the water use that may alter the permit allocations. Such changes include, but are not limited to, change in irrigated acreage, crop type, irrigation system, water treatment method, or entry into one or more large water use agreements. In the event a proposed change will alter the allocation, permittee must first obtain a permit modification.
16. All correspondence sent to the District regarding this permit must include the permit number (**2-075-220014-3**).
17. The District reserves the right to open this permit, following notice to the permittee, to include a permit condition prohibiting withdrawals for resource protection.

18. The permittee shall implement automated monitoring of groundwater withdrawals, at permittee's expense, upon commencement of withdrawals. Monthly reports shall include volume pumped by each well of inside diameter eight inches or greater at land surface and shall be delivered within the following month in an approved District format. The permittee may opt for a standardized SRWMD automated monitoring system to fulfill this requirement.
19. The permittee shall implement and/or maintain the conservation practices selected in the Water Conservation Plan submitted to the District. Any new practices selected shall be implemented within one year from the date of permit issuance. Practices that involve scheduling methods or maintenance shall be documented. Documentation for implementation and/or maintenance shall be maintained on all practices and available upon request.
20. The permittee's water use shall be consistent with the MFL prevention or recovery strategy developed for any water body from which this permitted water use directly or indirectly withdraws or diverts water, pursuant to subsection 40B-2.301(2)(h), F.A.C.
21. The permittee shall ensure that the irrigation systems will water target areas only under field operations. Irrigation of non-target areas (roads, woods, structures, etc.) is prohibited.
22. The permittee agrees to participate in a Mobile Irrigation Lab (MIL) program and allow access to the Project Site for the purpose of conducting a MIL evaluation at least once every five years.
23. Following the effective date of the re-evaluated Minimum Flows and Levels adopted pursuant to subsection 62-42.300(1)(e), F.A.C., this permit is subject to modification during the term of the permit, upon reasonable notice by the District to the permittee, to achieve compliance with any approved MFL recovery or prevention strategy for the Lower Santa Fe River, Ichetucknee River, and Associated Priority Springs. Nothing herein shall be construed to alter the District's authority to modify a permit under circumstances not addressed in this condition.
24. The permittee shall install and maintain no less than one backflow prevention device when fertigating and no less than two backflow prevention devices when chemigating on all wells or surface water pumps connected to the irrigation system. The backflow prevention device(s) shall be installed between the water source and the injection point.

25. The permittee is authorized to withdraw a maximum of 0.1770 mgd of groundwater for supplemental irrigation of corn/ rye, a maximum of 0.1180 mgd of groundwater for supplemental irrigation of melons/ rye, a maximum of 0.1049 mgd of groundwater for supplemental irrigation of peanuts/ rye, or a maximum of 0.0725 mgd of groundwater for supplemental irrigation of pasture. Daily allocations are calculated on an average annual basis and the maximum allocation is only authorized in 1-in-10 year drought conditions.

26. The permittee is authorized to withdraw a maximum of 0.0038 mgd of groundwater for livestock use. Daily allocations are calculated on an average annual basis.



# Thomas Brookins Project

2-075-220014-3

June 2019



- Active Withdrawal Points
- Irrigation Systems
- Project Area



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.

MEMORANDUM

TO: Governing Board  
FROM: Bill McKinstry, Office Chief, Land Management  
THRU: Tom Mirti, Deputy Executive Director, Water and Land Resources  
DATE: May 31, 2019  
SUBJECT: District Land Management & Twin River State Forest (TRSF) Activity Summary

Steve Carpenter completed the Society of American Foresters/Michigan State University online course for Physical Science, Climate Regulation and Carbon Storage.

District contractors began ditch mowing on Steinhatchee Springs tract.

District contractors are beginning fuel reduction mowing at Manatee Springs South Tract.

District contractors completed invasive plant treatment on the Edward's Bottomlands Tract.

District Staff met with Florida Fish and Wildlife Conservation Commission staff for the Annual Cooperators Meeting.

Suwannee Bicycle Association (SBA) held the 25th anniversary IDIDARIDE in White Springs on May 5, with approximately 350 participants and the Suwannee Pedal and Paddle was held with over 100 participants. The 50-mile off-road bike trails are on District lands maintained by SBA.

The TRSF Westwood West #3 Timber Sale was advertised for bids. This is a marked, select thinning of 298 acres of planted loblolly pine and 47 acres of planted longleaf pine.

The TRSF invasive plant survey project on the Ellaville Tract has been completed. Herbicide treatments via backpack sprayer of the known infestation sites was initiated.

The TRSF National Wild Turkey Federation project for controlling hardwoods and hardwood sprouts in existing longleaf pine stands with forestry-use herbicides has been completed on the Anderson Springs and Mill Creek South tracts.

Florida Forest Service employee Shelly Wayte attended a Florida Fish and Wildlife Conservation Commission Upland Invasive Program meeting and presented TRSF's proposed project for Fiscal Year 2020. Shelly also attended a Cooperative Invasive Species Management Area meeting to reestablish the North Florida Working Group.

The attached report summarizes the status of current District and TRSF activities for the preceding month. District staff will address any items of interest to the Board or provide information to Board members upon request.

/pf

**Vegetation Management Projects:**

The following work was completed during the report period. **113** additional acres of woods mowing were completed on various tracts throughout the District. Five miles of ditch mowing was completed on the Steinhatchee Springs tract in Lafayette County. Vegetation management work was done for fuel reduction and natural community restoration purposes.

Activity Table - Vegetation Management (3/20/2019 - 4/18/2019)

	ACTIVITY	ACRES		MILES	
		Planned	Complete	Planned	Complete
<b>FISCAL YEAR 2019</b>					
	<b>Herbicide</b>	200	<b>0</b>	0	<b>0</b>
	<b>Roller Chop</b>	1,115	<b>102</b>	0	<b>0</b>
	<b>Woods Mow</b>	1,335	<b>1,326</b>	0	<b>0</b>
	<b>Ditch Mow</b>	0	<b>0</b>	43	<b>0</b>

**Prescribed Fire Program:**

- Contractors conducting prescribed burns on District lands this year include B&B Dugger (B&B), Natural Resource Planning Services (NRPS), Schmidt Reforestation Services (SRS), and Wildland Fire Services (WFS). Also included in this report are the acres the Florida Forest Services burns on Twin Rivers State Forest (FFS TRSF). When available, the Florida Forest Service (FFS COOP) will also provide a crew to burn additional acres on both District tracts and Twin Rivers State Forest.
- The following table provides information of the Prescribed Burn Program through May 20, 2019. During the report period District contractors and cooperators burned **464** acres. The FFS burned **628** acres on Twin Rivers State Forest.

Summary Table FY 2019

	<b>2019 Target Acres</b>	<b>Acres Complete</b>
SRWMD	8,000	4,348
FFS TRSF	2,500	1,575
<b>TOTAL</b>	<b>10,500</b>	<b>5,923</b>

FY 2019 Activity Table (3/20/2019 - 4/18/2019)

TRACT	COUNTY	B&B	NRPS	WS	SRS	FFS COOP	TOTAL SRWMD Acres	TOTAL TRSF Acres	TOTAL WILDFIRE Acres
Withlacoochee	Hamilton							168.8	
Steinhatchee Springs	Lafayette	464					464		
Ellaville	Madison							343.5	
Mill Creek South	Madison							93.1	
Anderson Springs	Madison							22.8	
<i>Sub-total for Period</i>		464	0	0	0	0	464	628	0.0
<i>Previous Acres Burned</i>		2,815	0	490	269.	310	<b>3,884</b>	947	0.2
<b>TOTAL ACRES</b>		<b>3,279</b>	<b>0</b>	<b>490</b>	<b>269</b>	<b>310</b>	<b>4,348</b>	<b>1,575</b>	<b>0.2</b>

### Invasive Plant Monitoring Program

During the report period, 18 additional infestations were monitored, four of which were treated with herbicides. Totals for FY 2019 include: 31 invasive plant infestations monitored, 11 of which were treated with herbicides.

### Conservation Easement Monitoring

- Completed inspection for the Walker Springs Conservation Easement
- Completed inspection for the Mericle Exchange Conservation Easement.

## Timber Sales

Sale	Contract	Acres	Tons Harvested	Revenue	Status	Contract End Date
Gar Pond #4		93			Contract Pending	
Westwood West #3		345			Out for Bid	
Christian Chipping #1	17/18-220	121			Harvest Complete	June 19, 2019
Fort White Wellfield #1	18/19-028	62	4,758	\$108,293.85	Sale Complete	November 7, 2019
Mattair Springs #5	18/19-034	86	4928	\$51,404.17	Sale Complete	December 2, 2019
Little River #4	18/19-042	24			Harvest Inactive	December 19, 2019
Osteen #1	18/19-043	33	2,348	\$49,816.03	Sale Complete	December 19, 2019
Roline #1	18/19-051	160			Harvest Inactive	January 14, 2020
Withlacoochee #3	18/19-072	283			Harvest Inactive	January 14, 2020
Cabbage Creek #1	18/19-068	373			Harvest Inactive	January 15, 2020
Steinhatchee Falls #1	18/19-133	104			Harvest Inactive	March 1, 2020

MEMORANDUM

TO: Governing Board  
FROM: Bill McKinstry, Chief, Office of Land Management  
THRU: Tom Mirti, Deputy Executive Director, Water and Land Resources  
DATE: May 31, 2019  
RE: Authorization to Execute a Contract for the Sale of Timber with Big Bend Timber Services, LLC, for the Westwood West #3 Timber Sale

RECOMMENDATION

**District staff recommends the Governing Board Authorize the Executive Director to Execute a Contract for the Sale of Timber with Big Bend Timber Services, LLC, for the Westwood West #3 Timber Sale.**

BACKGROUND

On May 7, the District issued an Invitation to Bid (ITB 18/19-026 WLR) for timber located on the Westwood West tract in Madison County. The timber offered for sale is 345 acres of 35-year-old loblolly and slash pines. The harvest is a marked thinning intended to reduce the number of diseased or suppressed trees and allow the highest quality trees to continue growing to reduce southern pine beetle infestation potential. Reduction of pine density will also improve ecological conditions and wildlife habitat by allowing more sunlight penetration to the forest floor, enhancing production of groundcover.

Bid responses were received on May 22, 2019. Bids were received from six companies as indicated below. The bid calculation revenue is based on the District estimated volumes of pine pulpwood, pine chip-n-saw, pine sawtimber and pine topwood on the proposed harvest acreage.

<b>Bidder</b>	<b>City</b>	<b>Bid Calculation Revenue</b>
Big Bend Timber Services, LLC	Monticello, Florida	\$195,416.00
Genesis Timber	Madison, Florida	\$179,669.00
Balfour Timber Company	Thomasville, Georgia	\$176,223.92
Flatwoods Forest Products, Inc.	Lake Park, Georgia	\$180,792.20
Suwannee Timber Management LLC	Cross City, Florida	\$180,637.05
North Florida Timber Dealers, Inc.	Lake City, Florida	\$176,515.43

Big Bend Timber Services, LLC's bid was \$18.00/ton for pine pulpwood, \$25.50/ton pine chip-n-saw, \$34.00/ton pine sawtimber, \$16.00/ton pine topwood and \$7.00/ton for hardwood.

SC/pf

## MEMORANDUM

TO: Governing Board

FROM: Darlene Velez, Office Chief, Water Resources

THRU: Tom Mirti, Deputy Executive Director, Water and Land Resources

DATE: May 31, 2019

RE: Agricultural Water Use Monitoring Report

### BACKGROUND

In September 2012, the District began a program of water use monitoring for agricultural water use reporting on wells of 8" diameter or greater. Where possible, agricultural water use is estimated using monthly power consumption records provided by the electrical power provider. Estimation by power use is the most cost-effective method of water use reporting. To date, farmer agreements authorizing the District to receive power usage reports directly from the cooperatives are in effect on 666 (126.3 MGD) monitoring points.

Not all withdrawal points are suitable for estimation using power consumption. Diesel-powered pumps and complex interconnected irrigation systems still require direct methods of monitoring. The District employs telemetry to conduct water use monitoring on diesel-power systems. There are currently 294 (53.8 MGD) telemetry systems installed by the District for this purpose.

Some withdrawal points have very limited use and are monitored by individual site visits, typically less than 0.05 MGD each. There are currently 384 (28.9 MGD) limited use monitoring points in the District. Some users monitor their own water use and report that data to the District. There are currently five (0.4 MGD) self-monitored points.

To date, the District has permitted 1,679 (242.3 MGD) irrigation wells which include a water use monitoring condition, of which 1,382 (213.3 MGD) wells are active, i.e., the wells have been drilled already. Of the 1,382 active wells, 1,349 (209.4 MGD) are being monitored as of May 16<sup>th</sup>, roughly 97.6% of existing active wells (98.2% of allocation) with water use permit monitoring conditions.

Of the remaining estimated 33 (3.9 MGD) active stations that currently will require water use monitoring, seven (0.9 MGD) are diesel- or gas-powered systems requiring District telemetry, 21 (2.5 MGD) are electric systems, and five (0.5 MGD) systems still require identification. There are 287 (29.0 MGD) proposed stations (that is, the wells are yet to be drilled); 70 (4.7 MGD) are expected to be diesel or gas, 170 (20.7 MGD) are expected to be electric, and 47 (3.7 MGD) are yet to be determined.

DSV/pf

MEMORANDUM

TO: Governing Board

FROM: Amy Brown, Office Chief, Water Supply Planning

THRU: Tom Mirti, Deputy Executive Director, Water and Land Resources

DATE: May 31, 2019

RE: Suwannee River Water Management District 2015 Annual Groundwater Use Report

BACKGROUND

In support of upcoming water supply planning activities, the District has prepared an estimate of groundwater use for calendar year 2015. Chapter 62-40.540, Florida Administrative Code, requires Districts to report water use at reasonable intervals and encourages Districts to summarize and analyze water use data at least annually. The 2015 Annual Groundwater Use Report estimates groundwater use throughout the District. Water use estimates incorporate data from District water use monitoring programs, agricultural water use estimates prepared by the Florida Department of Agriculture and Consumer Services, and population estimates from the Bureau of Economic and Business Research.

The report includes estimates of rainfall as compared to groundwater withdrawals, total groundwater withdrawals broken down by water use type and by county, as well as estimates of historical District groundwater use over time.

ALB/pf

MEMORANDUM

TO: Governing Board  
FROM: Hugh Thomas, Executive Director  
DATE: May 30, 2019  
RE: District's Weekly Activity Reports

Attached are the weekly District activity reports.

Please feel free to contact staff prior to the Governing Board meeting if you would like further information.

HT/rl  
Attachments



## Weekly Activity Report to Governing Board for April 21-27, 2019

### Executive / Management

- Hugh Thomas and Justin Garland performed a site visit at Lee Peanut Farms along with FDEP, IFAS, FDACS, and The Nature Conservancy to discuss precision agriculture and water quality.
- Hugh Thomas met with Ann Shortelle, SJRWMD, to discuss North Florida Water Initiative in Gainesville.

### Legislative and Community Affairs

- Katie Kelly participated in the eighth week of Regular Legislative Session.
- Ben Glass, Justin Garland, and Lindsey Garland facilitated, tested, and judged the State Envirothon at Trenton High School.
- Ben Glass presented to the 6<sup>th</sup> Grade Ag Class at Trenton High School.
- Tom Mirti and Ben Glass attended the North Central Florida Regional Planning Council meeting held at the Holiday Inn in Lake City.

### Finance

- Pam Shaw attended a webinar hosted by AccuFund Accounting on Storing Images and Documents in AccuFund.

### Land Management

- No reporting activity.

### Resource Management

- Mary Diaz, Leroy Marshall, and Ashley Stefanik participated on the FEMA Cooperating Technical Partner biannual teleconference.
- Greg Trotter and Stefani Weeks attended the Interagency Ag Team meeting in Live Oak.
- Steve Minnis, Tom Mirti, Warren Zwanka, and Stefani Weeks met with SWFWMD staff to discuss impact offsets and water resource development project credits in Brooksville.

### Water Resources

- Tom Mirti, Darlene Velez, and Ben Glass attended the North Central Florida Regional Planning Council's Middle and Lower Suwannee River and Withlacoochee River Task Force Meeting in Lake City. Darlene presented on the SRWMD Water Quality Monitoring Network at this meeting.

### Minimum Flows and Minimum Water Levels

- No reporting activity.

### Water Supply

- Amy Brown and Emily Ryan attended the Suwannee-Satilla Regional Water Planning Council Meeting in Tifton, GA.

## Hydrological Data

- No reporting activity.

## Agriculture and Environmental Projects

- Patrick Webster performed a planting inspection and removed fallen trees from the bridge at the Edwards Bottomlands site in Starke.
- Kevin Flavin visited the Chiefland Wastewater Treatment Plant to perform an inspection of the Digester Tank.
- Justin Garland attended the Suwannee County Conservation District Annual Meeting and Banquet held at the Live Oak Church of God in Live Oak.
- Ben Glass attended the Suwannee County Farm Bureau monthly meeting and gave a District Update presentation in Live Oak.

## Communications

- Weekly Top Performing Post

Post Details

**Suwannee River Water Management District** is feeling smart in Steinatchee, Florida.  
Published by Lindsey Garland [?] · April 25 at 2:02 PM · 🌐

Learning never stops at the District! 📖 Our Water Resources Coordinator led a plant identification workshop to teach our staff about vegetation that grows in a wetland. 🌿🌱

Identifying wetland vegetation allows our staff to verify wetland lines for permitting. 💧



### Performance for Your Post

**1,432** People Reached

**74** Reactions, Comments & Shares

<b>60</b> Like	<b>51</b> On Post	<b>9</b> On Shares
<b>7</b> Love	<b>5</b> On Post	<b>2</b> On Shares
<b>2</b> Comments	<b>1</b> On Post	<b>1</b> On Shares
<b>5</b> Shares	<b>5</b> On Post	<b>0</b> On Shares

**169** Post Clicks

<b>93</b> Photo Views	<b>0</b> Link Clicks	<b>76</b> Other Clicks
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**NEGATIVE FEEDBACK**

<b>2</b> Hide Post	<b>0</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts

👍 **Get More Likes, Comments and Shares**  
Boost this post for \$100 to reach up to 63,000 people.

**1,432** People Reached      **243** Engagements      [Boost Post](#)

👍 Sharon Shea, Jack Norman and 53 others      1 Comment 5 Shares

👍 Like      💬 Comment      ➦ Share      🌐

## Announcements for the week of May 5-11, 2019

- No announcements.



## Weekly Activity Report to Governing Board for April 28-May 4 2019

### Executive / Management

- Virginia Sanchez, Hugh Thomas, and Bob Heeke attended the Dixie County/Cross City Project Kick-Off in Cross City.
- Hugh Thomas met with BMP Logics to discuss Soil Moisture Probes in Bell.
- Hugh Thomas, along with District staff, attended the CARES tour and program.
- Hugh Thomas, Tom Mirti, Amy Brown, and Ben Glass, along with staff from SJRWMD, and FDACS, participated in the Water Supply Planning Discussion with Farm Bureau in Gainesville.
- Hugh Thomas and Matt Cantrell attended a site visit to 83 Farms to discuss Water Use Permitting in Bell.
- Hugh Thomas and Steve Minnis participated on an educational paddle tour of the Wacissa River hosted by Tall Timbers.

### Legislative and Community Affairs

- Katie Kelly attended and participated in the ninth week of Regular Legislative Session.

### Finance

- No reporting activity.

### Land Management

- Suwannee Bicycle Association (SBA) held 25th IDIDARIDE 25 Event in White Springs. The 50-mile off-road ride is normally scheduled for January, which was rescheduled due to high river levels resulting in most trails being flooded.

### Resource Management

- Leroy Marshall and Ashley Stefanik attended a wetlands UMAM assessment training webinar hosted by FDEP.
- Warren Zwanka and held a NFSEG groundwater model coordination and implementation meeting with SJRWMD WUP staff.
- Chrissy Carr, Stephanie Armstrong, and Tim Beach, hosted Plant Identification Training with SJRWMD and FDEP staff at SRWMD.

### Water Resources

- No reporting activity.

### Minimum Flows and Minimum Water Levels

- The MFL program hosted a meeting between staff of the SJRWMD and the FDEP Office of Water Policy regarding the schedule and progress on the Lower Santa Fe and Ichetucknee Rivers and Priority Springs MFLs.

### Water Supply

- No reporting activity.

## Hydrological Data

- No reporting activity.

## Agriculture and Environmental Projects

- Steve Minnis and Bobby Crosby, Gilchrist County Manager, conducted a site visit regarding a potential performance distributed sewer for the Otter Springs Water Quality Improvement Project.
- Steve Minnis conducted a site visit regarding a potential performance distributed sewer for the Rock Bluff Springs and 47 Bridge projects.
- Justin Garland, Kevin Flavin, and Matthew Cantrell, along with representatives from FDACS and IFAS, met with Valley Irrigation at the District about improved irrigation technology.
- Patrick Webster made a site visit to Edwards Bottomlands.
- Patrick Webster, Warren Zwanka, Kevin Flavin, and Justin Garland hosted a meeting with Pilgrim's Pride, Shenandoah Dairy, and FDEP to discuss a joint project involving reuse.
- Bob Heeke attended a Pre-construction meeting held on site at Pot Springs.
- Kevin Flavin met with Manatee Springs State Park Manager, and Greg Lang, Mittauer and Associates, to discuss advanced septic system technology at Manatee Springs State Park.
- Patrick Webster, Kevin Flavin, and Ashley Stefanik performed a field review meeting concerning road flooding issues in Gilchrist County with Bobby Crosby, Gilchrist County Manager.
- Patrick Webster performed a Final As-Built Inspection of the CR 241 project in Union County.

## Communications

- Weekly Top Performing Post



**Suwannee River Water Management District**  
Published by Lindsey Garland [?] · May 1 at 8:11 PM · 🌐

There are over 300 documented springs within the District. 🤔 Which spring is your favorite? 🌿💧

1,737 People Reached      437 Engagements

Stella White, Sandra Cotler and 109 others      21 Comments 20 Shares

### Performance for Your Post

**1,737** People Reached

**180** Reactions, Comments & Shares 📊

112 Like	100 On Post	12 On Shares
9 Love	7 On Post	2 On Shares
5 Wow	4 On Post	1 On Shares
34 Comments	29 On Post	5 On Shares
20 Shares	20 On Post	0 On Shares

**257** Post Clicks

18 Photo Views	0 Link Clicks 📄	239 Other Clicks 📄
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**NEGATIVE FEEDBACK**

2 Hide Post      0 Hide All Posts  
0 Report as Spam      0 Unlike Page

Reported stats may be delayed from what appears on posts

## Announcements for the week of May 12-18, 2019

- The District will hold its monthly Governing Board Meeting and Workshop on May 14<sup>th</sup> at the District Office beginning at 9:00 a.m. The Board's Workshop will follow.



## Weekly Activity Report to Governing Board for May 5-11, 2019

### Executive / Management

- Hugh Thomas, Tom Mirti, and Bill McKinstry participated in the Loncala Property Review in Hamilton County.
- Hugh Thomas met with Bob Palmer of Florida Springs Council regarding MFLs in High Springs.

### Legislative and Community Affairs

- Ben Glass attended the Suwannee County FFA Banquet.

### Finance

- No reporting activity.

### Land Management

- Steve Carpenter completed a Society of American Foresters/Michigan State University online course Physical Science, Climate Regulation and Carbon Storage.
- Land Management staff completed the Mericle Exchange Conservation Easement inspection.
- District contractors began ditch mowing on Steinhatchee Springs tract.
- District contractors began fuel reduction mowing at Manatee Springs South tract.
- District contractors completed invasive plant treatment on the Edward's Bottomlands tract in Bradford County.
- Land Management staff met with FWC staff for the annual cooperators meeting at District Headquarters.

### Resource Management

- No reporting activity.

### Water Resources

- Darlene Velez attended an FDEP Public Meeting at District Headquarters on the Revised Assessment Lists for the Group 1 Ocklawaha and Suwannee Basins.
- Darlene Velez and Fay Baird presented while Marc Minno, Alex Blankenship, and Juliana Navarro attended, a meeting with Florida State Park Staff at Fanning Spring State Park, to discuss the District's springs continuous monitoring project.

### Minimum Flows and Minimum Water Levels

- No reporting activity.

### Water Supply

- No reporting activity.

### Hydrological Data

- No reporting activity.

## Agriculture and Environmental Projects

- Patrick Webster performed field inspections including a mowing inspection on the Country Club Road Tract in Lake City and in Union County, an as-built inspection of the CR-241 project.
- Patrick Webster monitored an herbicide treatment application at the Edwards Bottomlands project in Starke.
- Bob Heeke performed an inspection of Middle Suwannee in Dixie and Lafayette counties.
- Kevin Flavin attended a Madison Blue Project RFQ Review meeting in Madison County.
- Patrick Webster observed the survey procedure at Country Club Road Tract in Lake City.

## Communications

- Weekly Top Performing Post

Post Details x

Video
Post
Shares
See metrics for all videos

**Suwannee River Water Management District** is in Live Oak, Florida. \*\*\*

Published by Lindsey Garland · May 7 at 3:04 PM · 🌐

The wildflowers have bloomed just in time for #NationalWildflowerWeek! 🌸🌻 Listen to our Water Resources Coordinator explain why these wildflowers are perfect for bees and butterflies. 🐝🦋

00:33

🟢 **Get More Likes, Comments and Shares**  
Boost this post for \$100 to reach up to 34,000 people.

**3,085**  
People Reached

**364**  
Engagements

[Boost Post](#)

👍❤️ 76

4 Comments 29 Shares

👍 Like

💬 Comment

➦ Share

🌐

**Performance for Your Post**

---

**3,085** People Reached

---

**1,264** 3-Second Video Views

---

**163** Reactions, Comments & Shares

90	52	38
👍 Like	On Post	On Shares
28	24	4
❤️ Love	On Post	On Shares
16	8	8
Comments	On Post	On Shares
29	29	0
Shares	On Post	On Shares

**201** Post Clicks

23	0	178
Clicks to Play	Link Clicks	Other Clicks

**NEGATIVE FEEDBACK**

2	0
Hide Post	Hide All Posts
0	0
Report as Spam	Unlike Page

Reported stats may be delayed from what appears on posts

## Announcements for the week of May 19-25, 2019

- No announcements.

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## Weekly Activity Report to Governing Board for May 12-18, 2019

### Executive / Management

- Hugh Thomas met with Dr. Charles Barnett, IFAS, at the District regarding MFLs and projected water use.

### Legislative and Community Affairs

- Steve Minnis attended the monthly Nature Coast Regional Water Authority Meeting in Fanning Springs.

### Finance

- No reporting activities.

### Land Management

- District contractors continued ditch mowing on Steinhatchee Springs tract.
- District contractors are continued fuel reduction mowing at Manatee Springs South tract.
- Land Management Staff completed the Walker Springs Conservation Easement inspection.

### Resource Management

- Leroy Marshall, Mary Diaz, and Ashley Stefanik attended the FEMA Risk Map national teleconference meeting.
- Warren Zwanka, Stefani Weeks, and Chrissy Carr attended the FDEP Quarterly well construction coordination meeting and Florida Groundwater Association conference in Orlando.

### Water Resources

- No reporting activities.

### Minimum Flows and Minimum Water Levels

- Tom Mirti, John Good, Katelyn Potter, and Justin Garland met with Dr. Charles Barrett, IFAS, regarding the potential for assisting with IFAS "Water Schools" and/or Field Days.

### Water Supply

- No reporting activities.

### Hydrological Data

- No reporting activities.

### Agriculture and Environmental Projects

- Justin Garland attended the IFAS Watermelon Field Day at the Research Center in Live Oak.
- Bob Heeke performed a field inspection on Middle Suwannee in Lafayette County.
- Kevin Flavin performed an inspection of the completed Biosolids Digester Tank project in Chiefland.
- Matthew Cantrell attended the Branford FFA Banquet in Branford.

- Justin Garland performed agriculture site visits in Suwannee and Madison counties.
- Patrick Webster conducted a site maintenance on the Edwards Bottomlands project in Starke.

## Communications

- Weekly Top Performing Post

Video **Post** Shares See metrics for all videos

**Suwannee River Water Management District** is at Royal Springs Park. ...

Published by Lindsey Garland (7) · May 13 at 5:54 PM · Suwannee

Royal Springs is a royally fun time! The District partners with organizations in the community to improve water quality by building structures to decrease erosion. Find out more information about our funding initiatives on our website - <https://bit.ly/2Q5n9kq> #MySprings



**Get More Likes, Comments and Shares**  
Boost this post for \$200 to reach up to 49,000 people.

<b>2,225</b> People Reached	<b>270</b> Engagements	<b>Boost Post</b>
--------------------------------	---------------------------	-------------------

👍👍 Rachel Hanna, Timothy Carroll and 47 others 19 Shares

👍 Like    💬 Comment    ➦ Share    🌐

**Performance for Your Post**

---

**2,225** People Reached

---

**1,041** 3-Second Video Views

---

**97** Reactions, Comments & Shares

70 Like	46 On Post	24 On Shares
4 Love	4 On Post	0 On Shares
3 Comments	0 On Post	3 On Shares
20 Shares	19 On Post	1 On Shares

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**173** Post Clicks

23 Clicks to Play	2 Link Clicks	148 Other Clicks
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**NEGATIVE FEEDBACK**

2 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

## Announcements for the week of May 26 – June 1, 2019

- The District will host a ribbon cutting ceremony for Rock Bluff on Friday, May 31, 2019 in Bell at 10:30 am.

MEMORANDUM

TO: Governing Board  
FROM: Katelyn Potter, Communications Director  
DATE: May 23, 2019  
RE: Approval of Governing Board Directive 19-0004, Guidelines for Managing District-Related Online Content

RECOMMENDATION

**Staff recommends the Governing Board approve Governing Board Directive 19-0004 establishing guidelines for managing District-related online content.**

BACKGROUND

As the District increases its use of online and social media outreach, managing the use of the online mediums and related District content is necessary to ensure the mission and brand of the District is upheld. Online and social media access allows any user to view or comment on District content or even mention the District in a public forum.

The attached Directive provides District staff with guidelines for the administration of District accounts and pages, including the editing, blocking, and removal of information that is considered obscene, vulgar, or profane. This includes comments made toward the District, stakeholders, or employees. District staff believes that this type of hurtful content detracts from the District's mission and is offensive to other viewers.

/kcp  
Attachment

# SUWANNEE RIVER WATER MANAGEMENT DISTRICT

## GOVERNING BOARD DIRECTIVE



Directive Number: 19-0004

Date Approved: June 11, 2019

Subject: Guidelines for Managing District-Related Online Content

Approval:

\_\_\_\_\_  
Virginia Johns, Chair

\_\_\_\_\_  
Richard Schwab, Secretary/Treasurer

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### 1.0 Reference to Prior Directive

There are no prior versions of this Directive.

### 2.0 Purpose and Intent

The purpose of the Directive is to establish guidelines for managing content on the District's websites, blogs, social media sites and other online content including.

### 3.0 Definitions

- A. BLOG: A self-published diary or commentary on a topic that may allow visitors to post responses, reactions or comments.
- B. COMMUNICATIONS STAFF: District staff assigned to handle communications functions on behalf of the District.
- C. INAPPROPRIATE CONDUCT: Expression through any form of social media that communicates personal beliefs and opinions through insults, discriminatory behavior, offensive language or content, malicious intent, and/or would negatively impact the District's business objectives or District employees.
- D. PAGE: The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.
- E. POST: Content an individual shares on a social media site or the act of publishing content on a site.
- F. PROFILE: Information that a user provides about himself or herself on a social networking site.
- G. SOCIAL MEDIA: Computer-mediated technologies that facilitate the creation and sharing of information, ideas, career interests, and other forms of expression via virtual communities and networks.
- H. SOCIAL NETWORKS: Online platforms where users can create profiles, share information and socialize with others using a range of technologies.
- I. SPEECH: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

## 4.0 Elements of Policy

### A. Account and Content Requirements

1. Pages/accounts must clearly indicate they are maintained by the District and prominently display District contact information.
2. Where possible, the page(s) should link to the District's official website.
3. Pages shall clearly indicate that posted comments will be monitored, and that the District reserves the right to remove unrelated spam, obscenities, and personal attacks.
4. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.
5. Social media content posted on behalf of the District may only be posted by an official District social media page administrator or those deemed a social media ambassador by management in the Communications Office, Deputy Executive Director, or Executive Director.
6. The content of posts should always be created considering the target audience and to avoid inappropriate language and/or conduct.
7. Social media content shall adhere to applicable laws, regulations, and policies, including all Information Technology and Records Management policies. Posts (including comments and other responses) are subject to public records laws. Posts must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.

### B. Content Principles

Information posted to a District social media account should be primarily about the District's work; its staff, leadership, Governing Board; focus on a core mission; celebrate staff; explain District projects and scientific work; highlight its public lands, cost-share project successes, water conservation tips, news of upcoming meetings and events, and similar messages.

The District's social media staff will "like," "share" and "retweet" or "re-pin" from the District's account on appropriate messages that are related to the District's work. Staff should remember to limit interactions to those posts that mention the District in a positive light or are on topics for which the District has a similar stand to the entity that is posting information regarding the District or common topics.

This could include sharing a local government's posting about a community service project that mentions the District or its employees, etc.

Additionally, District messaging is intended to:

- Follow Associated Press style, as is the standard for other outreach materials.
- Stay within District branding, while conforming to the standards of the various social media platforms.
- Include a URL to the District website, as appropriate, for followers to get additional details.
- Include photos or videos for most posts to engage readers.
- Highlight collaboration and partnerships between stakeholders.

#### 1. *Comment Policy*

Staff should respond to questions in a timely fashion, when appropriate. Social media administrators should use honest, respectful and professional demeanor in communications, understanding that the account is the face of the District.

Use accuracy in all responses to comments or messages and post only relevant information. Never offer personal opinions, only facts and views consistent with the District's messaging. Not all comments require a response.

## *2. Asking and Answering Questions*

Answering appropriate questions will be done transparently in full public view, not just to the user who asked a question. Not all questions must be answered, but those deemed appropriate for response can gain feedback and increase the number of users following and liking the District's pages.

## *3. Inaccurate, Inappropriate Posts*

Inaccurate information will be corrected on the public forum, preferably within the same business day. Communications staff will be responsible for researching and writing a response to clear up the misinformation. Comments that personally attack a District employee or officer will be discussed with leadership for specific action. Responses to inappropriate comments will be handled on a case-by-case basis. Offensive posts will be hidden or removed by the account administrator. If the user continues to disagree or attempt to engage in a battle, staff will post a response as a public invitation to speak with that person through the District's main line. Records from all District-run accounts must be made available in response to a public records request.

## *4. Auditing and Monitoring*

Should a public records request be made, Communications staff will work with the District Record's staff to locate and copy the requested material. Additionally, all District social media accounts are monitored and archived, including user comments, posts and edited material. Users should have no expectation of privacy. Users should further be aware that the District's archiving includes both the posted version of the comment as well as all metadata, including original version which are later edited or deleted.

## C. Prohibited Content

The District reserves the right to remove content that is prohibited and considered a hindrance to the mission of the District. Such information includes:

1. Profane, offensive, or abusive language
2. Offensive graphic or explicit content
3. Personal attacks against a person or group
4. Endorsements of any product, service, group, or business
5. Solicitations or advertisements unless approved by Communications staff; example when the District is a co-host of an event
6. Endorsements or lobbying for political parties, groups, or candidates
7. Personal, sensitive, or confidential information
8. Copyrighted content without necessary permission
9. Photographs of the public or staff without permission

Individuals may be blocked from posting on District social media accounts when there is a pattern of violation of the above standards.

## D. Accessibility Guidance

The District is committed to providing transparent, accessible information to the public, especially to those with disabilities. Therefore, the District strictly adheres to section 282.603, Florida Statutes, which outlines requirements to follow the federal Section 508 Standards for electronic information sharing.

Section 508, Sub-part B, §1194.22 of the Federal Rehabilitation Act requires that individuals with disabilities, who are members of the public seeking information or services from a federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Accessibility requirements apply to information posted through the District's main website, sub websites, internal intranet site, social media accounts, portable document format files (PDF) and all Microsoft Office documents such as Word, Excel and PowerPoint. All files produced, even if they are not placed on the web, are required by Section 508 to be accessible since these files can be distributed to the public using other methods besides the web.

A statement outlining the District's commitment to accessibility is required to be placed on the District's website. Because accessibility is a dynamic process, a Document and Online Accessibility Implementation and Action Plan must be maintained on a bi-annual basis and added to this procedure.

#### E. Emergency Communications

During emergencies such as hurricanes, all normal daily postings will be suspended and replaced with postings to help the public and staff stay informed of the current emergency and steps they need to take. Typically, this will be news releases, photos of staff assisting at local government emergency management facilities, deploying pumps to alleviate flooding, etc. The District will also share posts from emergency management entities or local, state and federal entities for road closings, boil water notices, and similar safety topics.

In preparation for a crisis communication event, District Communications Office staff should:

1. Create a first response plan that is accessible for staff to find.
2. Determine team roles with back up roles.
3. Create social media posts and website templates available to use.

During a crisis communication event, District Communications Office staff will:

1. Unschedule/pause all regular, "business as usual" posts.
2. Post exclusively to Facebook, Twitter, website, limiting activities on Instagram.
3. Post updates and respond to inquiries in real-time.
4. Proactively provide information.
5. Develop posts/news messages with the following content:
  - a. What happened – what the District knows thus far.
  - b. Actions underway – what the District is doing to correct the issue.
  - c. Next steps – District's plan for corrective action, and the scope of the plan.
  - d. Call to action – actions citizens can take and where they can go to find more information.
  - e. If no update is available, say that the District is evaluating the situation.

#### F. Compromised or Hacked Accounts

In the event the District's website or social media have been hacked/experienced compromised security, Communications Office staff will immediately, upon notice:

1. Change all account passwords.
2. Notify Executive Director, Governing Board, and staff.
3. Issue a public statement.